MARYLAND JUDICIARY

GEARS

General Enterprise And Resource Support

PC210 Creating and Managing Projects

June 14, 2013

Table of Contents

PC210

PC210 Creating and Managing Capital Projects

Course Overview
The *PC210 Creating and Managing Capital and Operating Projects* course discusses the creation, maintenance and tracking of information and costs associated with Judicial Information Systems (JIS) capital and operational projects.

Course Outline
The following sections and lessons provide information and step-by-step procedures on creating, maintaining and tracking operational and capital project costs

- Course Audiences and Prerequisites
- Lesson 1: Create JIS Procurement Project
- Lesson 2: Create Project Budget
- Lesson 3: Collecting Purchasing and Payables Costs for a Project
- Lesson 4: Reviewing Project Budget in Commitment Control
- Lesson 5: Reviewing Project Costing Inquiries and Reports
- Course Summary

Course Audiences and Prerequisites

Audience(s)
The Judiciary audiences for this course are:

- AOC Judicial Information Systems (JIS)

GEARS Role(s)
This course is intended for Judiciary employees with the following GEARS role(s):

- PC Project Manager
- PC Project Coordinator

Prerequisites
The recommended prerequisites for this course are:

- INT100 Introduction to GEARS
- PC100 Understanding GEARS Project Costing for Capital/Grant Project Management

Lesson 1: Creating JIS Procurement Project

Lesson Overview:
When you create a project, you define the structure to which activities and resources are added. You must set up a project before you can attach any activities or resources to it.

Lesson Objectives:
After completing this lesson, you will be able to:

- Create Project with Activities

1.1 Creating a Project with Activities

When you create a project, you define the structure to which activities and resources are added. You must set up a project before you can attach any activities or resources to it.

Activities are the tasks or subcomponents associated with a project. Breaking down a project into separate tasks enables you to efficiently manage and analyze the costs of the project. At least one activity must be defined for each project.

In this topic, a project with an activity will be created.

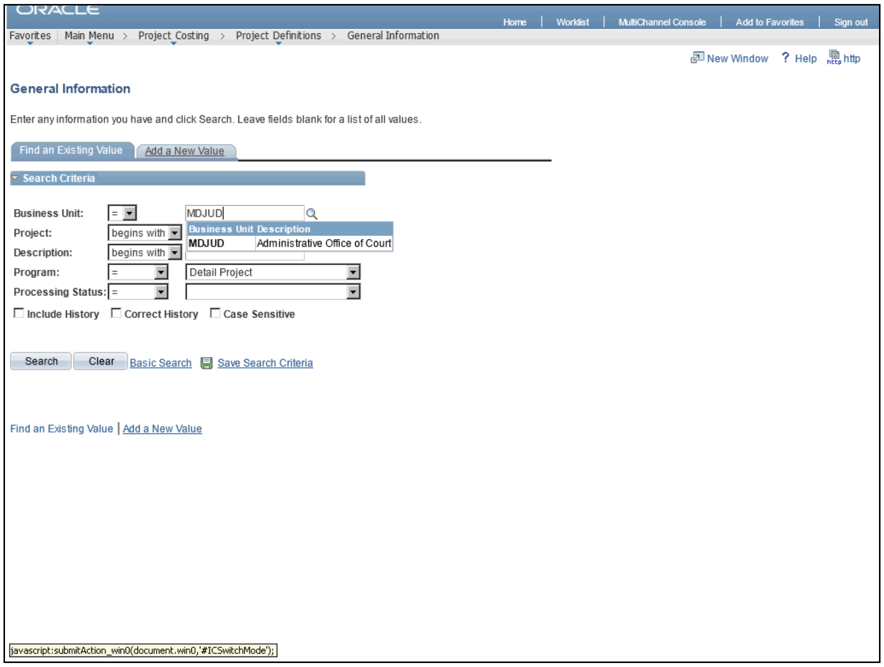
After completing this topic you will be able to:

- Create a project with an activity

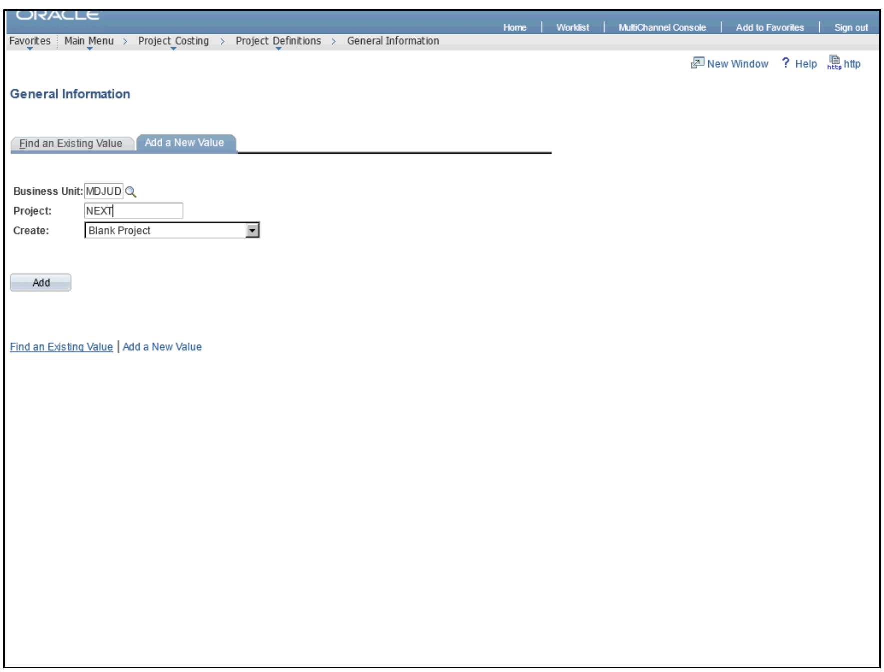
Procedure

In this topic, you will create a project with an activity.

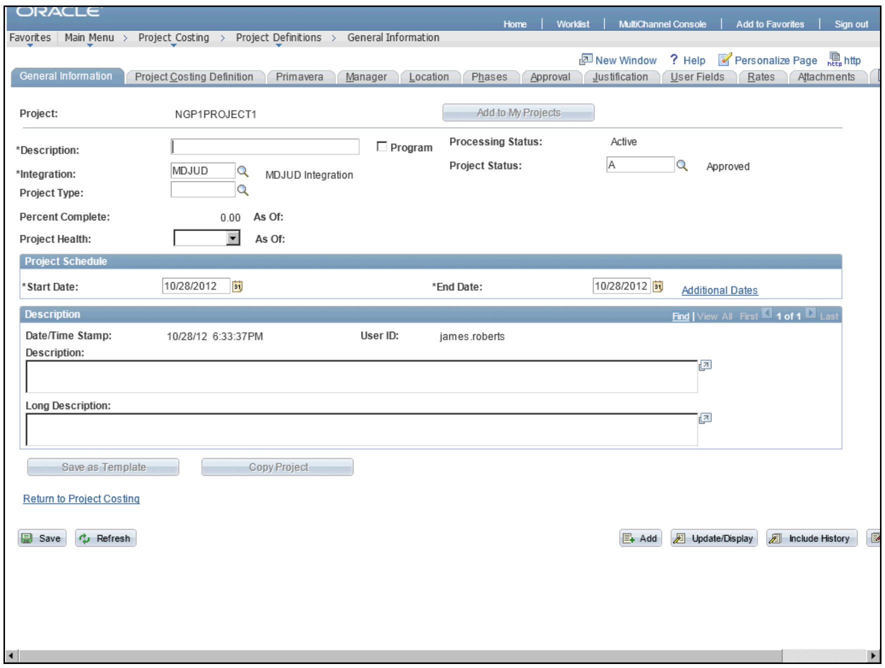
Step	Action
1.	Begin by navigating to the **General Information** page for Project Costing. Click the **Project Costing** link. Project Costing
2.	Click the **General Information** link under the Project Definitions pagelet. General Information



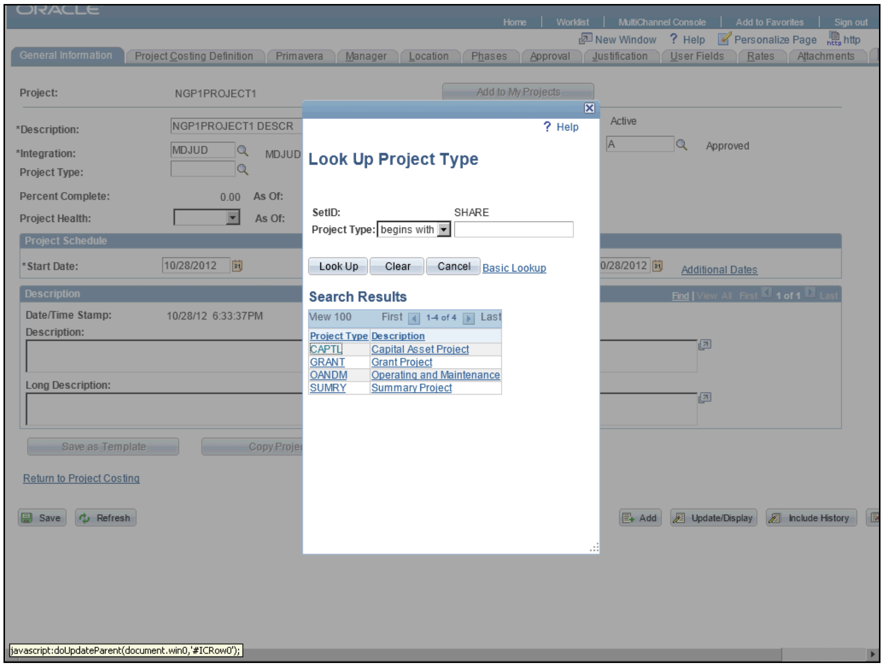
Step	Action
3.	Click the **Add a New Value** tab. 



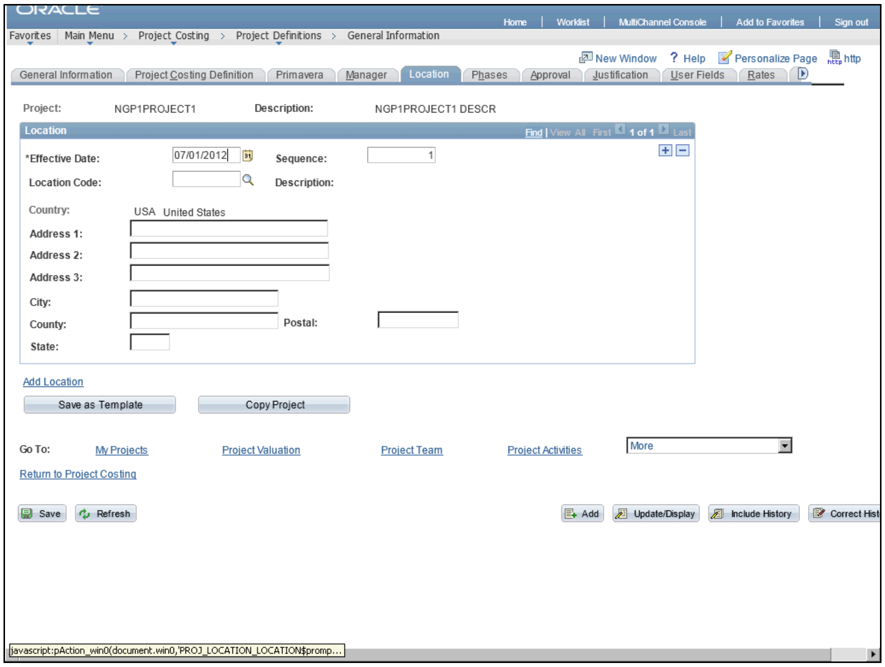
Step	Action
4.	Create a unique Project Name. Write down the name you create. For this example, enter "**NGP1PROJECT1**". **NOTE:** When creating an actual project name, you are to use **FY** + **shortname** + **PCA** for a total of 15 characters in the project name.
5.	Click the **Add** button. 



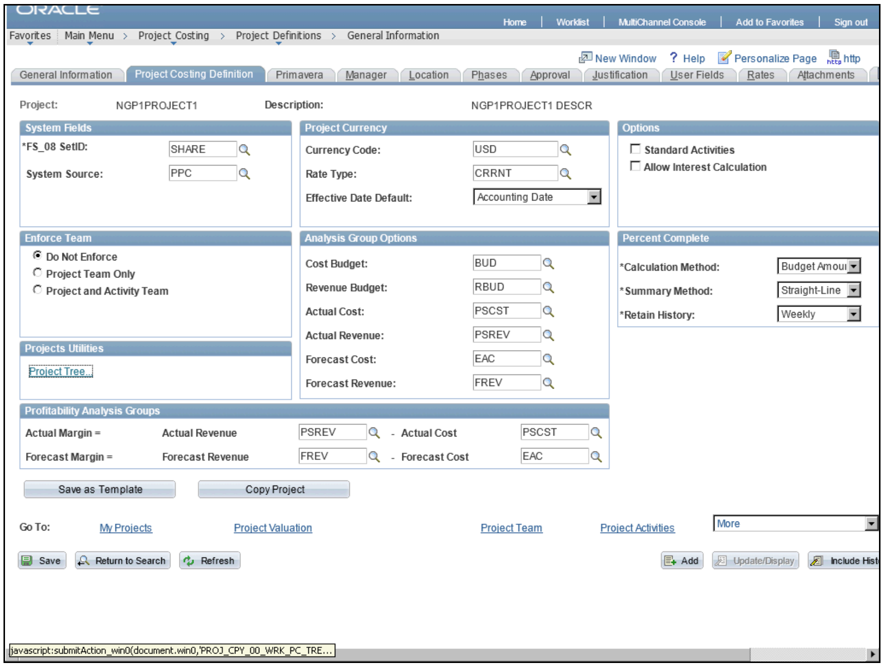
Step	Action
6.	Enter the desired information into the **Description** field. This is a description of the project that you create. An example is "**NGP1PROJECT1 DESCR**".
7.	Click the **Look up Project Type (Alt+5)** button. 



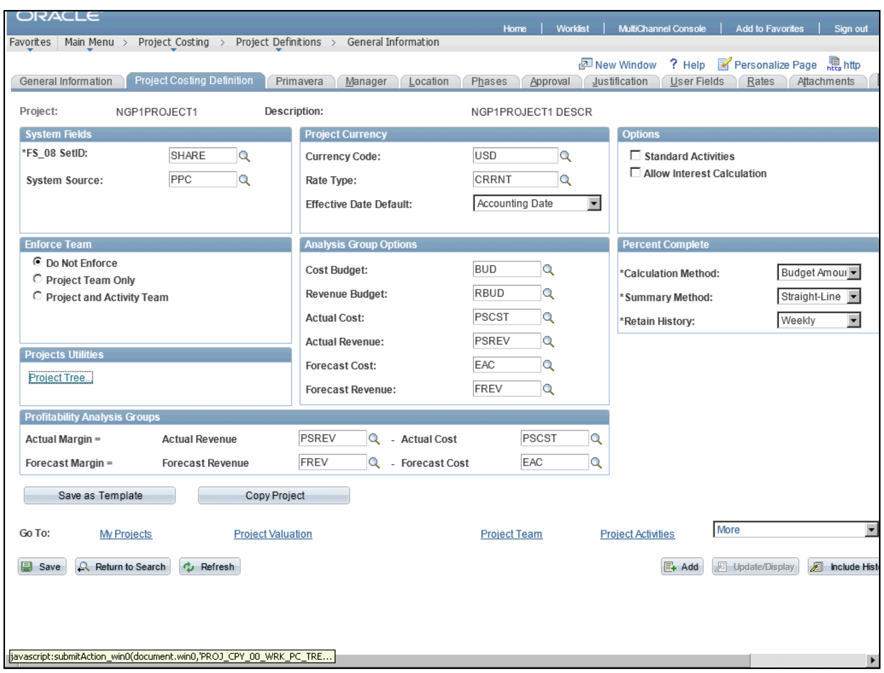
Step	Action
8.	You will now select a Project Type. Click the **CAPTL** link. 
9.	Enter a date in the **Start Date** field. Enter today's date or a future date as the "**Valid Start Date**". For this example, enter "**07/01/12**". This date drives the effective date of the project status. Make sure the date is changed from the system date default.
10.	Enter a date in the **End Date** field. Enter a future date, past the start date as a "**Valid End Date**". Enter "**6/30/2013**", for example.
11.	In the **Description** field, you can enter Additional Project information about your project to get a feel for defining your project. You can enter free text in the Description field, which is limited to 256 characters. The Long Description text field is not limited. Enter the desired information into the **Description** field. For this example, enter "**Additional Project Information**."
12.	Click the **Save** button. 
13.	Click the **Location** tab. 



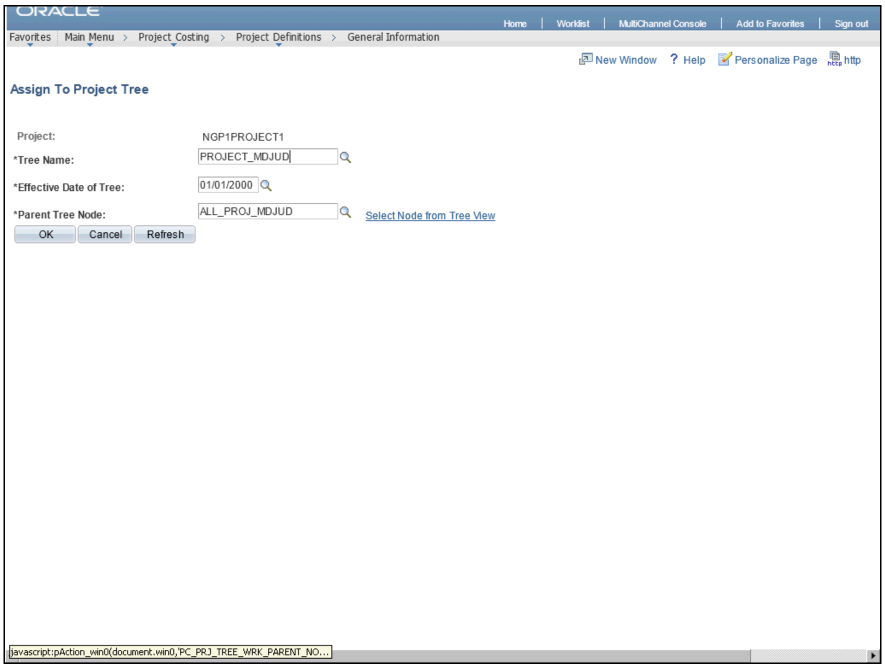
Step	Action
14.	Enter the **Location Code.** For this example enter "**AOC**" as the selected Location Code.
15.	Click the **Save** button. 
16.	Click the **Project Costing Definition** tab. 



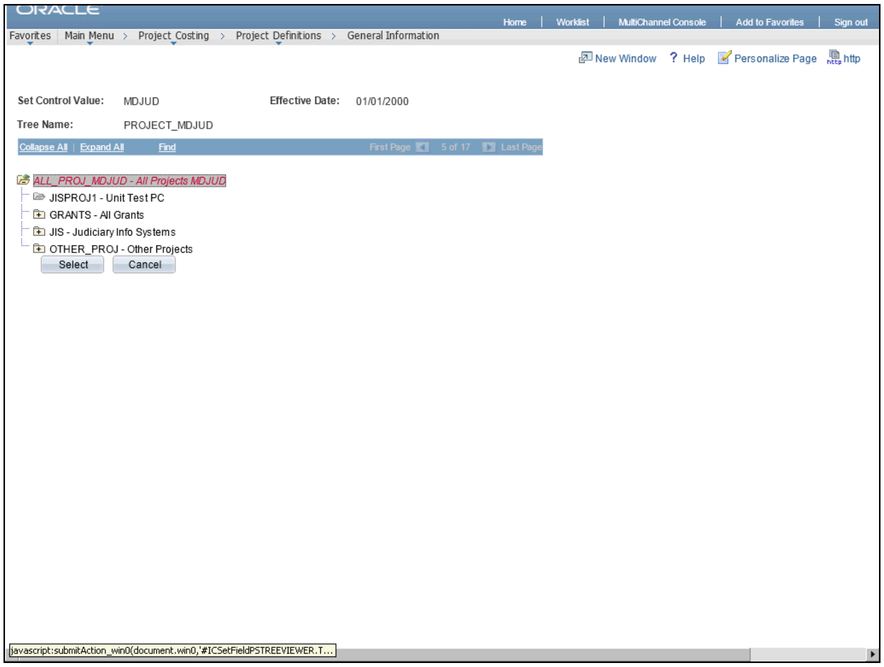
Step	Action
17.	The **Project Costing Definition** page allows you to identify and define all of the financial aspects of your project. The defaults normally are ok.



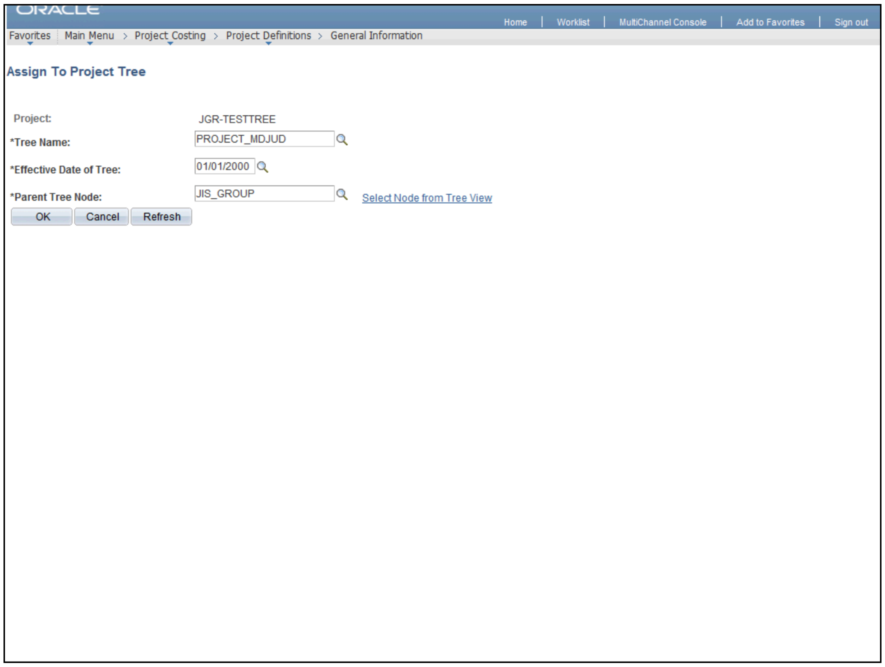
Step	Action
18.	Now we will add the new project to the project tree. To start, click the **Project Tree...** link. The Tree can be used to control what projects can be viewed by a user. The top node allows all projects to be viewed by the user. Project Tree...

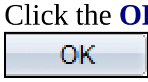


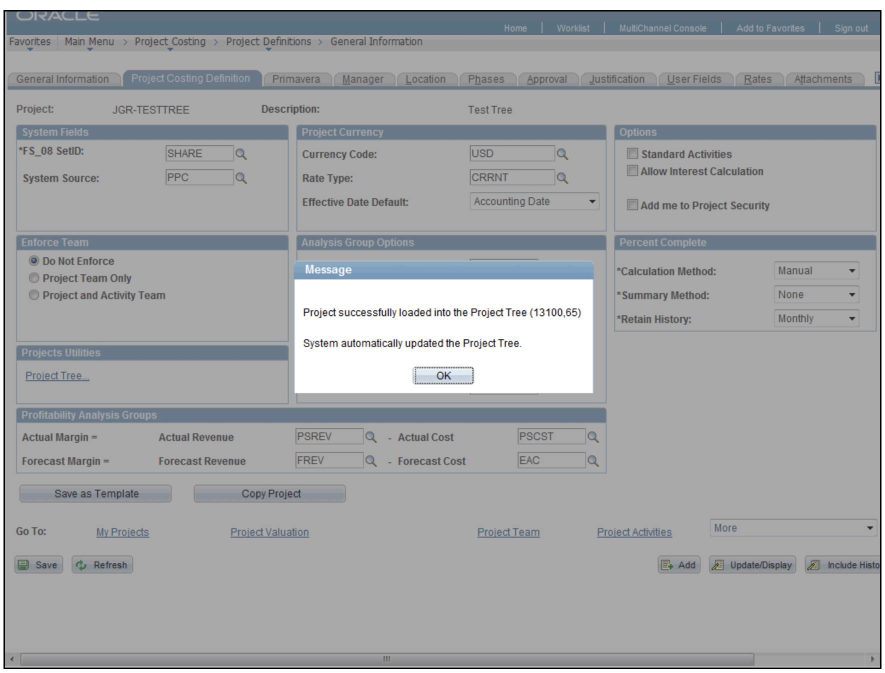
Step	Action
19.	Enter the unique Project Name you created at the beginning of this topic, into the **Tree Name** field. For this example, enter "**PROJECT_MDJUD**" as the **Tree Name** field.
20.	Click the **Select Node from Tree View** link. Select Node from Tree View



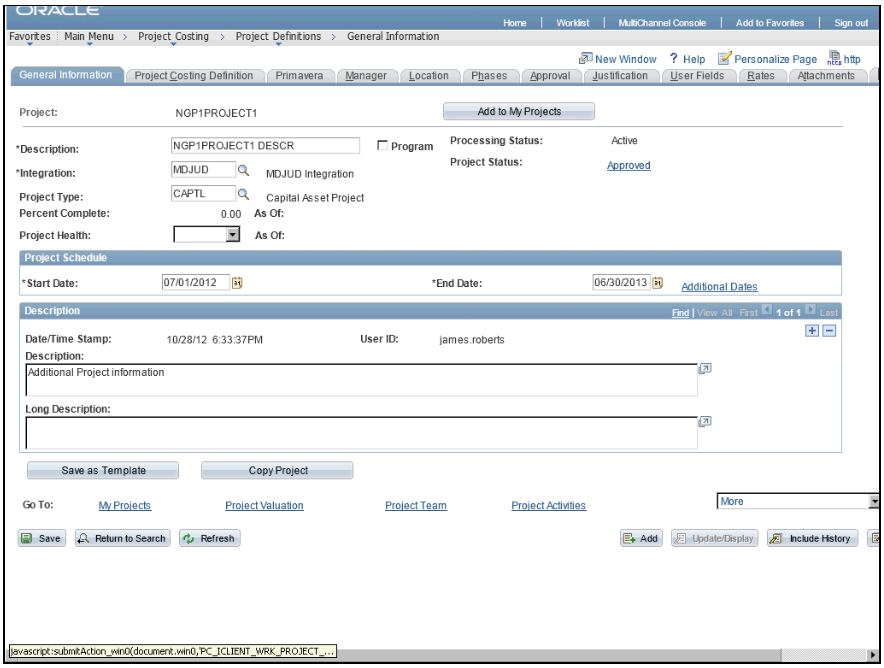
Step	Action
21.	Click the **Expand Node** button next to the node where the project is going to be located. For example, “JIS.
22.	Click the **Expand Node** button next to the node where the project will be located. For example, “JIS_GROUP - JIS Projects”.
23.	Click the **Select** button to add the project under the selected node.



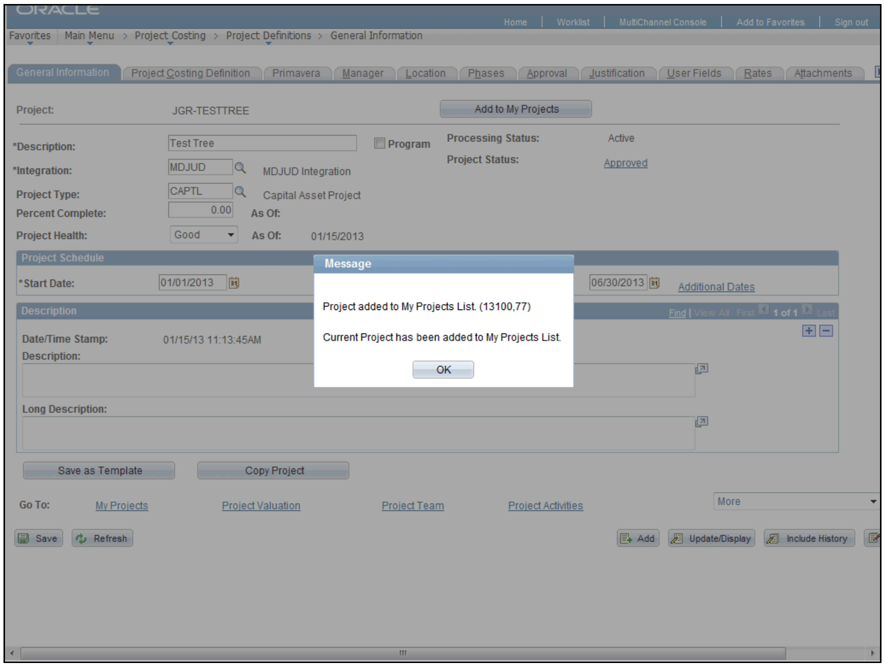
Step	Action
24.	The **Assign To Project Tree** page displays. The fields on the page should automatically fill. Click the **OK** button to save. 



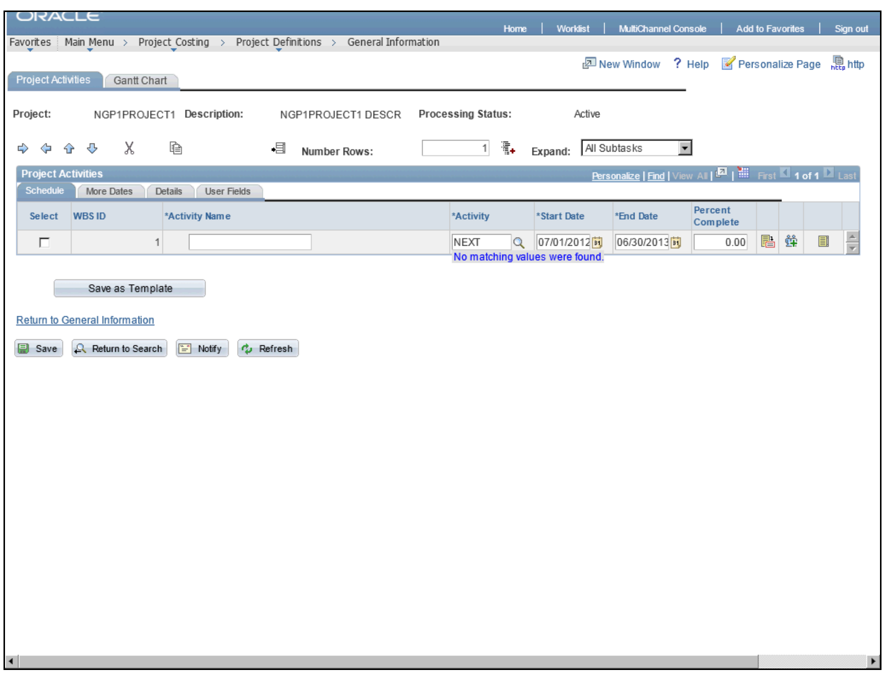
Step	Action
25.	Click the **OK** button. 
26.	Click the **General Information** tab. 



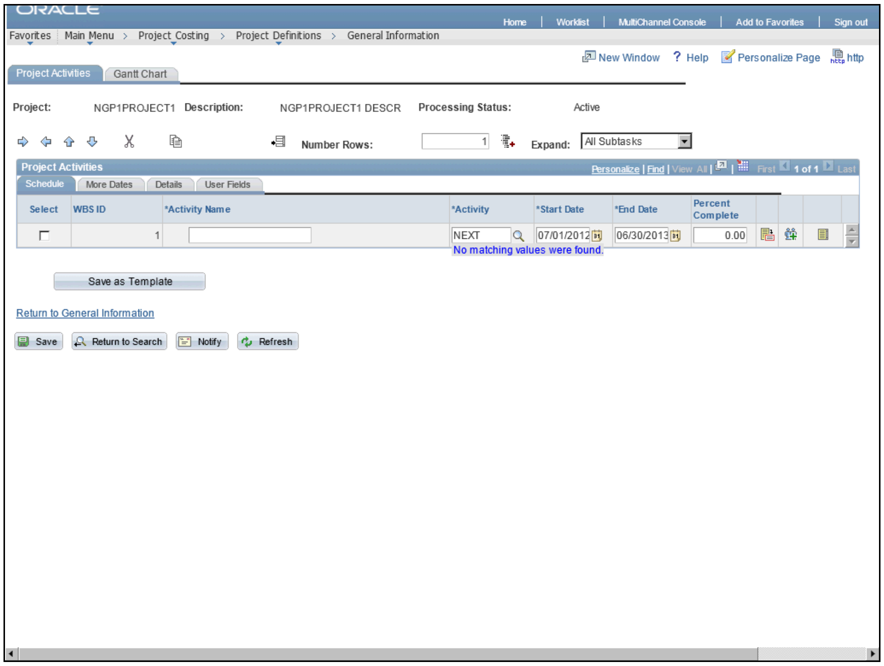
Step	Action
27.	Click on the **Add to My Projects** button to add to your list of projects that you want to track. 



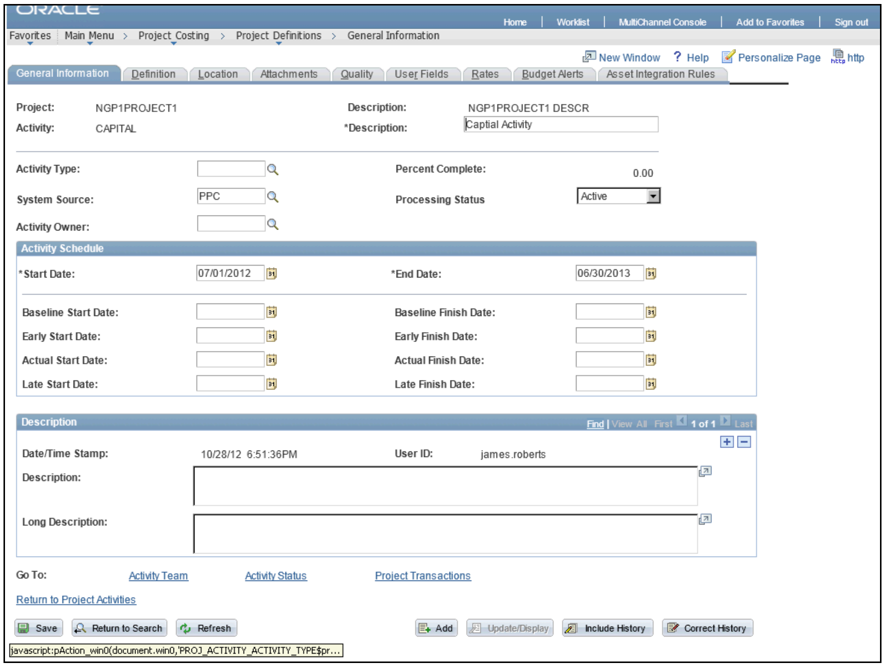
Step	Action
28.	Click the **OK** button. OK
29.	Click the **Project Activities** link. Project Activities



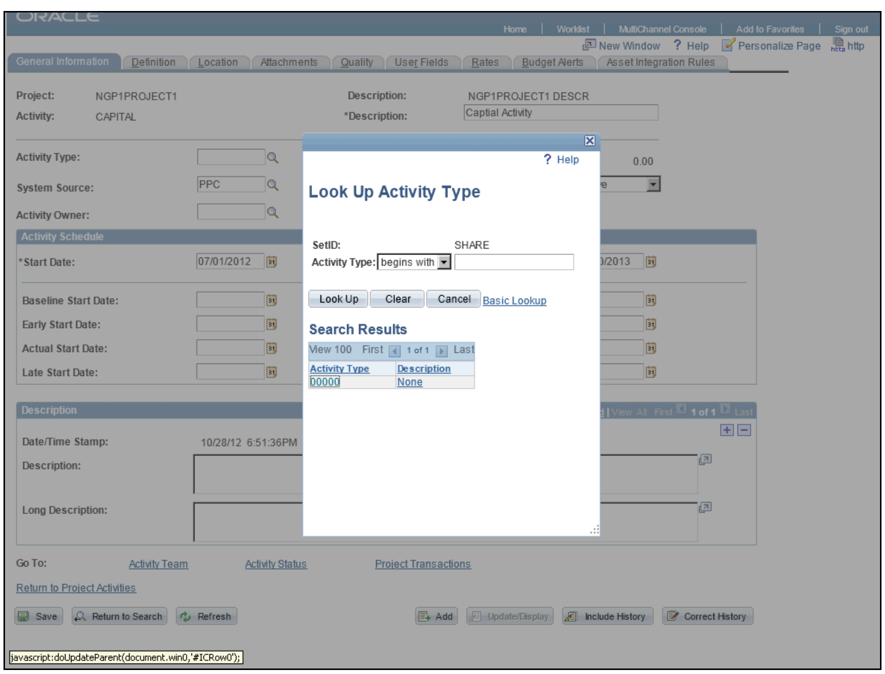
Step	Action
30.	The **Project Activities** page is where you can identify new activities or select ones that might already be created.



Step	Action
31.	Enter the desired information into the **Activity** field. Enter "**CAPITAL**".
32.	Enter the **Activity Name.** You might use the Project Type plus the word "Activity". Since the example shows a Capital Project, For this example, enter "**CAPITAL Activity**".
33.	Click the **Save** button. 
34.	Click the **Activity Definition** button. 



Step	Action
35.	Click the **Look up Activity Type (Alt+5)** button. This is not a required value. Only one project type is currently setup. The field can be used to report on like activities when the activity name is not standardized.



Step	Action
36.	Select the appropriate **Activity Type.** The Activity Type can be used to report on activities which have different activity IDs. For this example, click the **00000** link. 
37.	Click the **Save** button. 
38.	You have successfully completed *Creating a Project with Activities*. You have learned how to: - Create a project with activities. **End of Procedure.**

Lesson 2: Creating the Project Budget

Lesson Overview:
Every Project you create must have a budget attached to it, along with its activities. The following lesson will demonstrate how to create, amend and review the budget of your associated project.

Lesson Objectives:
After completing this lesson, you will be able to:

- Create Project Budget Plan and Details
- Finalize Budget - Process to Commitment Control
- Review and Validate Budget in PC
- Correct Budget Exceptions

2.1 Creating a Project Budget Plan with Details

Budget plans define the budget type (cost or revenue), status, currency, and time span. They also specify the analysis type for all budget transactions that you create for the plan. You can create one or more budget plans for a project; however, you can finalize only two plans—one cost budget and one revenue budget.

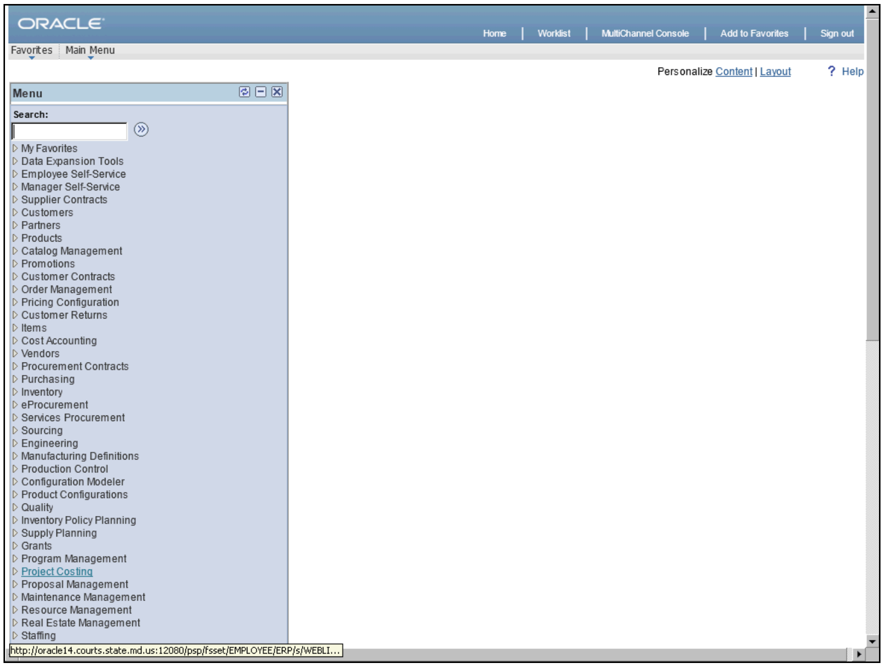
In this topic you will create a budget plan for a project. Detailed distributions will be added to this budget plan in a later topic.

After completing this topic, you will be able to:

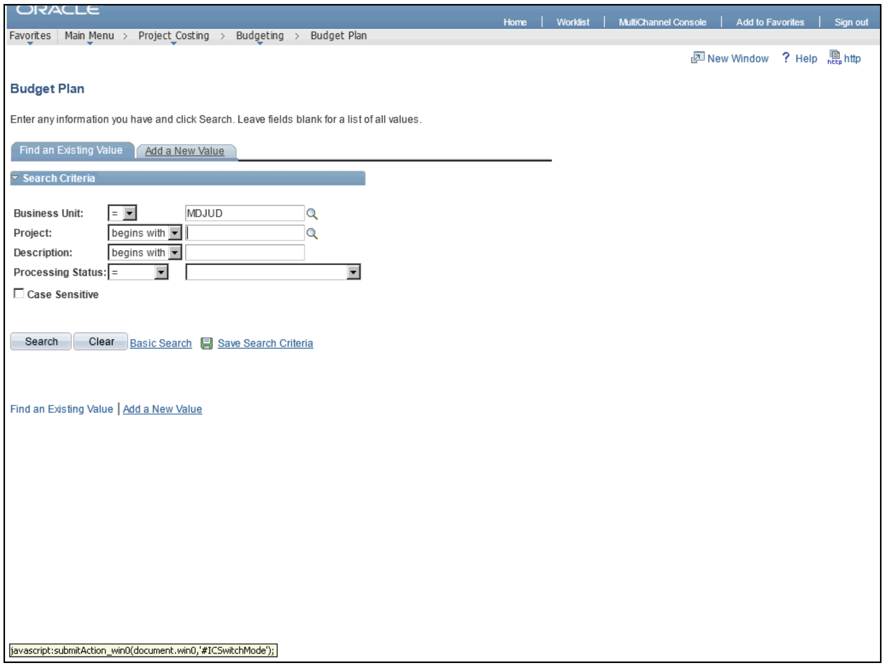
- Create a budget plan for a project.

Procedure

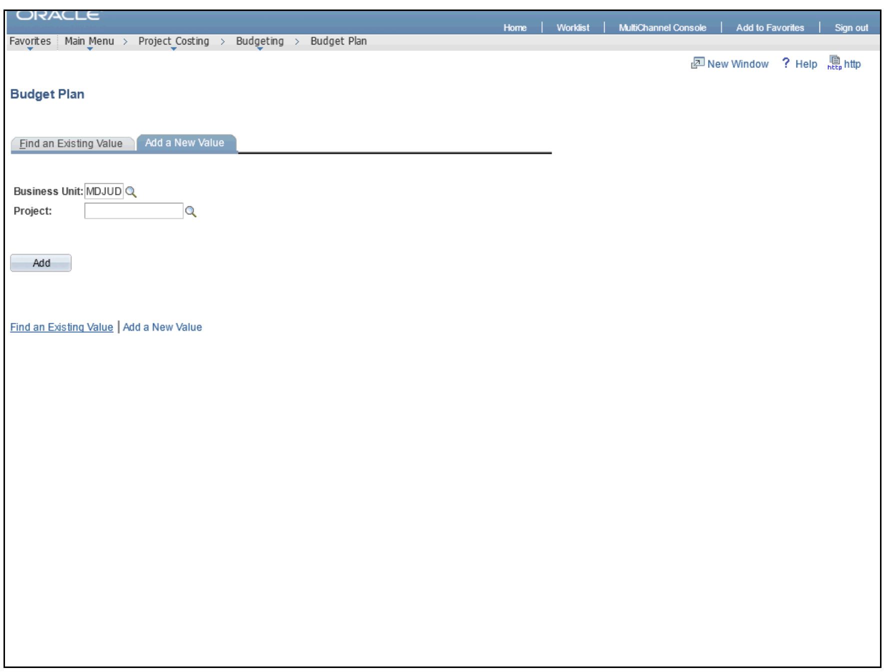
In this topic, you will create a budget plan for a project. Detailed distributions will be added to this budget plan in a later topic.



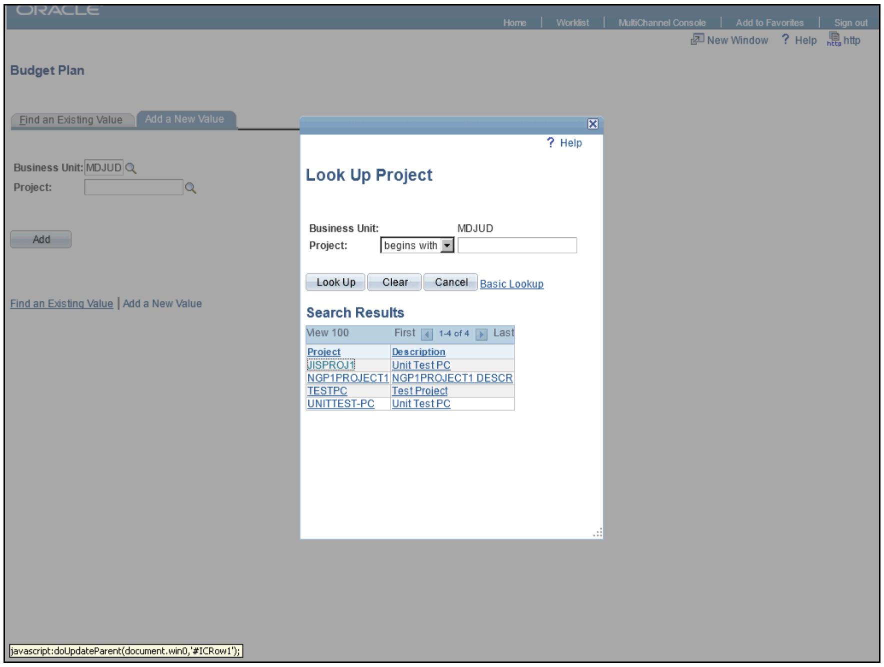
Step	Action
1.	Begin by navigating to the **Budget Plan** page. Click the **Project Costing** link. ▷ Project Costing
2.	Click the **Budget Plan** link in the **Budgeting** pagelet. Budget Plan



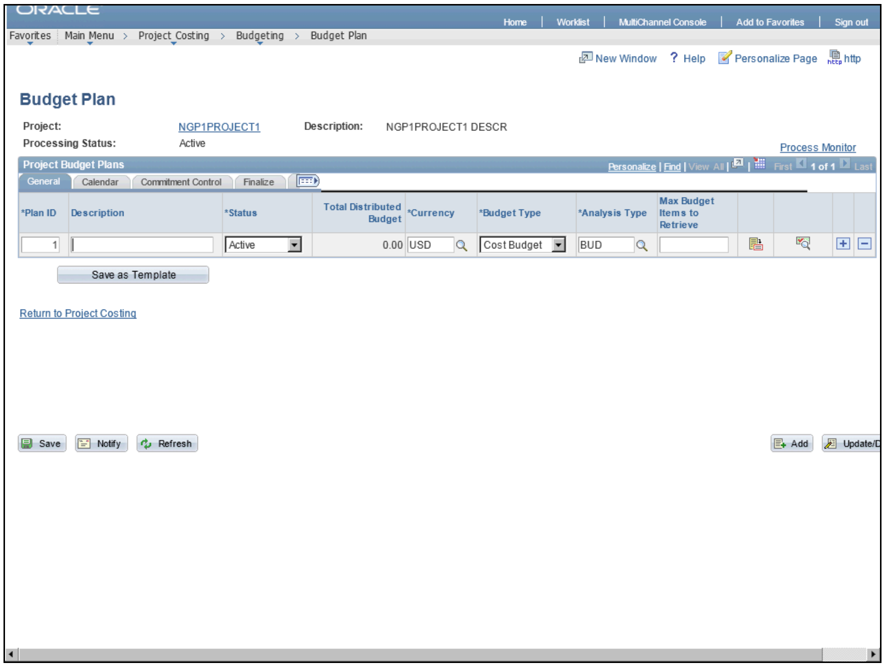
Step	Action
3.	Click the **Add a New Value** tab. Add a New Value



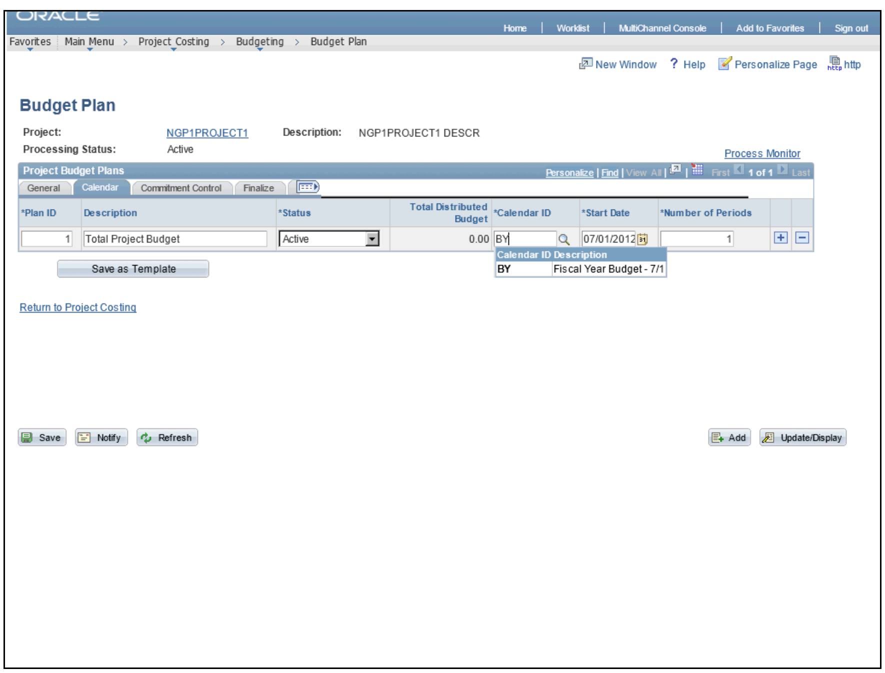
Step	Action
4.	Click the **Look Up Project (Alt+5)** button to select the project that you previously created. 



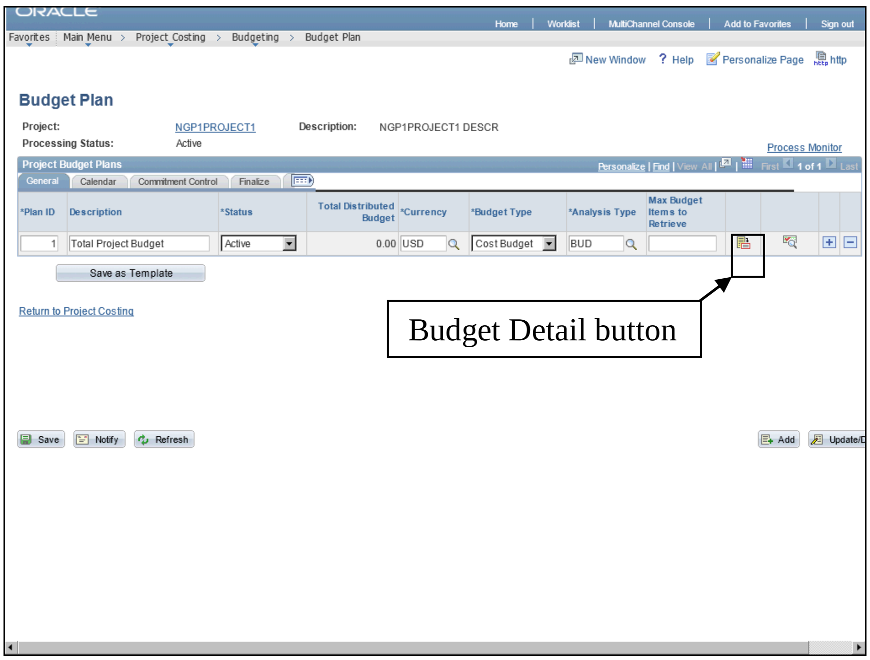
Step	Action
5.	Select the project previously created. For this example, click **NGP1PROJECT1** link. NGP1PROJECT1
6.	Click the **Add** button. Add



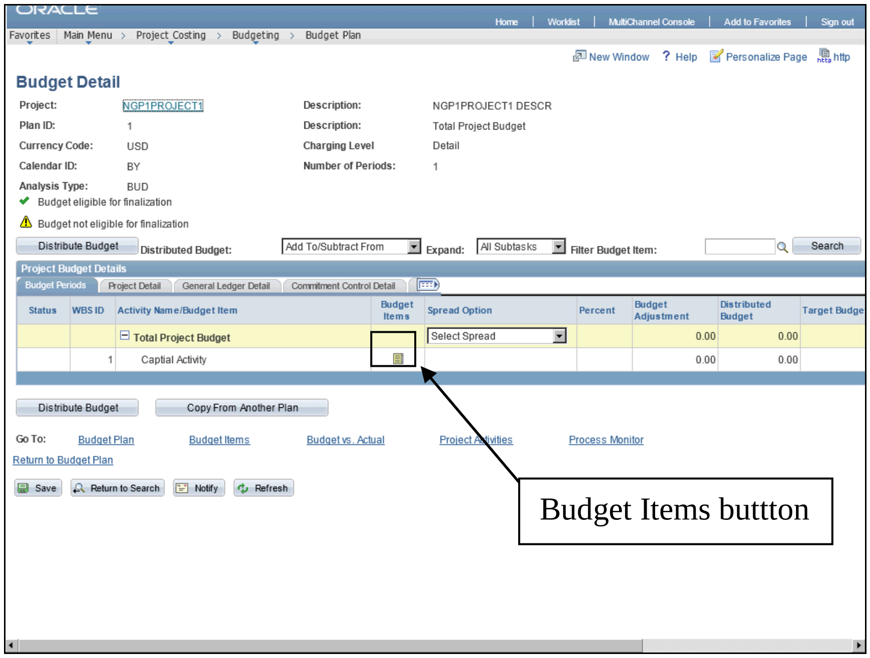
Step	Action
7.	Enter the desired information into the **Description** field. This is a description of the Budget Plan that you are creating. For this example, enter "**Total Project Budget**".
8.	Click the **Calendar** tab. 



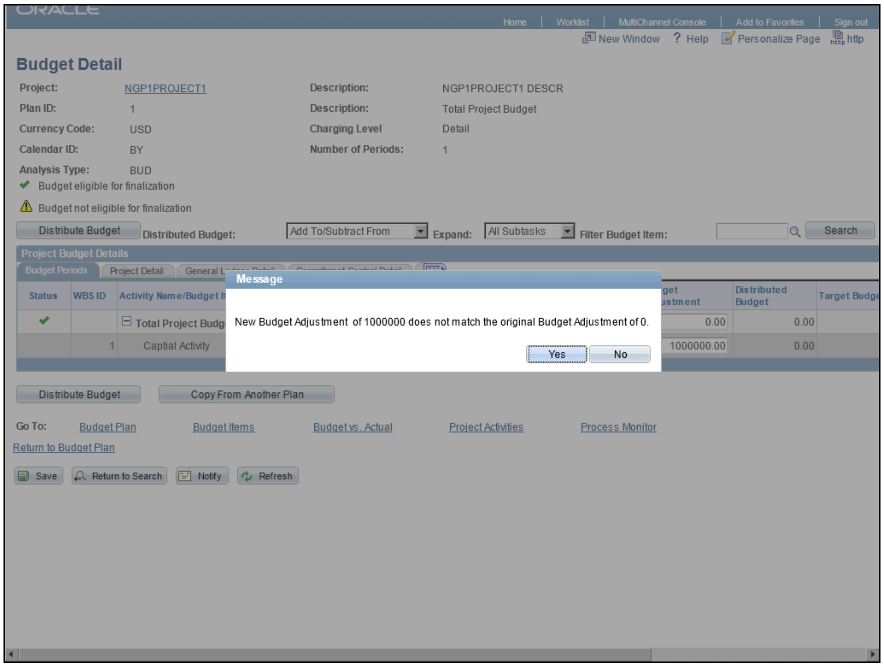
Step	Action
9.	Enter the appropriate **Calendar ID.** For this example enter "**BY**" as the selected Calendar ID, which is the Fiscal Year Budget. This value will default from the Project Costing Business Unit.
10.	Verify the start date that is used as the Budget date. The start date determines the budget period fiscal year.
11.	Enter the **Number of Periods.** For this example, enter "**1**" as the selected Number of Periods.
12.	Click the **General** tab. 



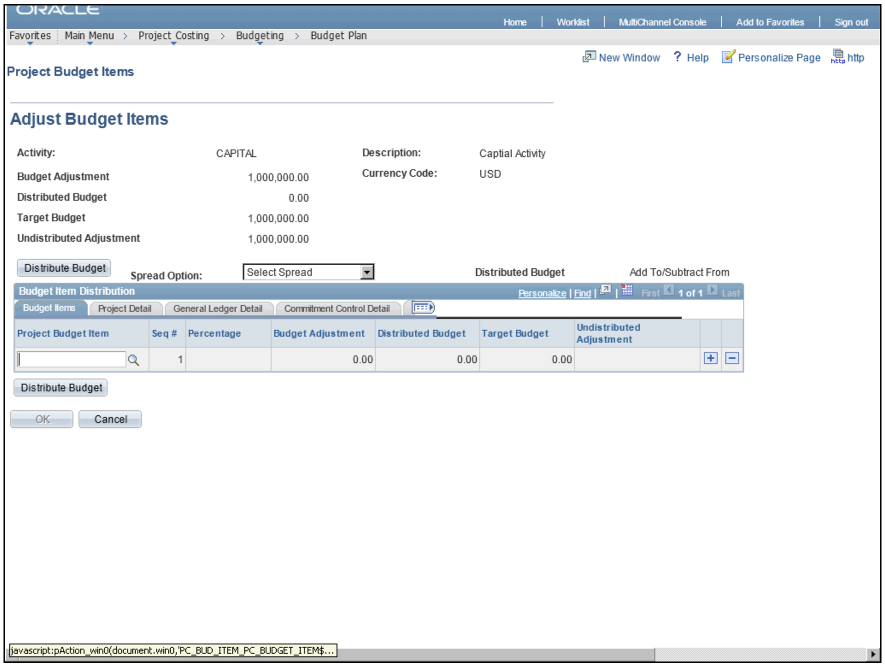
Step	Action
13.	Click the **Save** button. 
14.	Click the **Budget Detail** button. 



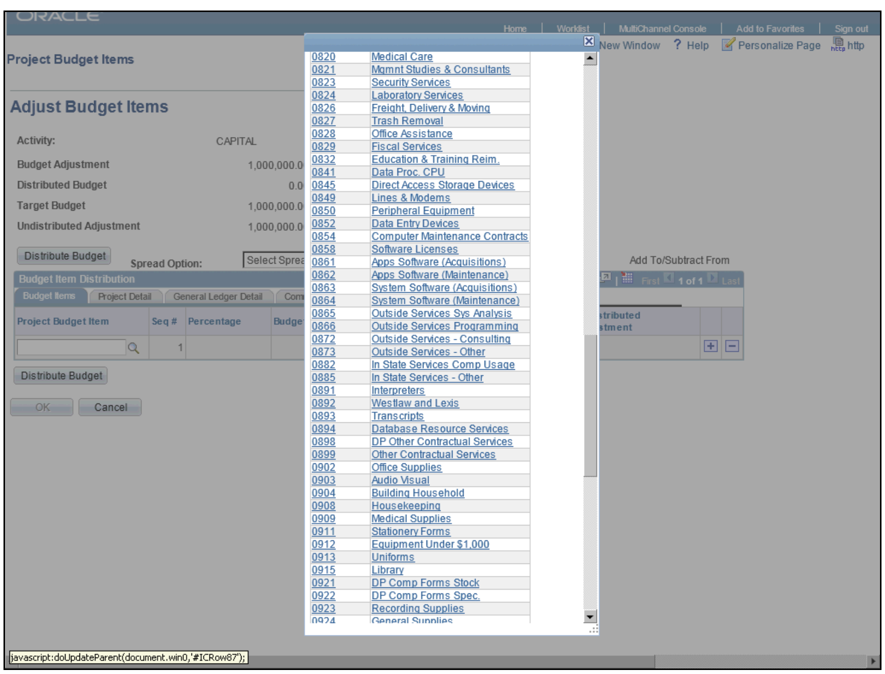
Step	Action
15.	Click the **Spread Option** list. Select Spread
16.	Click the **Adjust by Amount** list item. Adjust by Amount
17.	Enter the desired information into the **Budget Adjustment** field. For this example, enter "**1000000**" for the Total Project Budget.
18.	Click in the **Budget Adjustment** field and enter the amount for the activity. For this example, enter "**100000**". If there is only one activity, then the amount should match the total project budget
19.	Click the **Distribute Budget** button. Distribute Budget



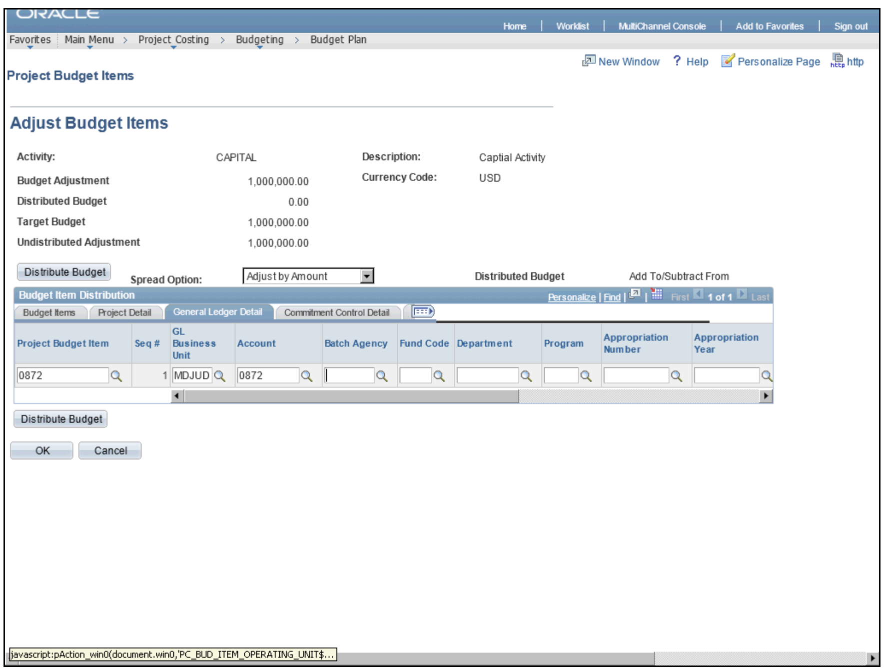
Step	Action
20.	The warning message is ok because the original budget is being setup. Click the **Yes** button. 
21.	Click the **Budget Items** button. 



Step	Action
22.	Click the **Look up Project Budget Item (Alt+5)** button. The budget items are the same as the account for the budget item. The high level summary budget item for all accounts '0000' will be used. 

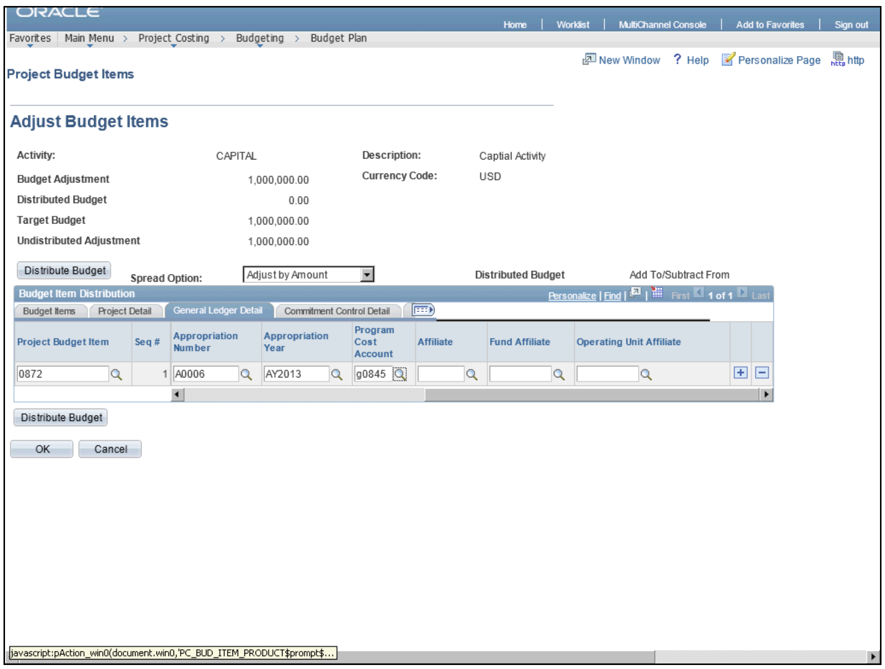


Step	Action
23.	Click **0872** link. 
24.	Click the **Spread Option** list. 
25.	Click the **Adjust by Amount** list item. 
26.	Enter the desired information into the **Budget Adjustment** field. Enter "**1000000**", for this example. Here the entire budget is assigned to the budget item.
27.	Click the **Distribute Budget** button. 
28.	Click the **General Ledger Detail** tab. 

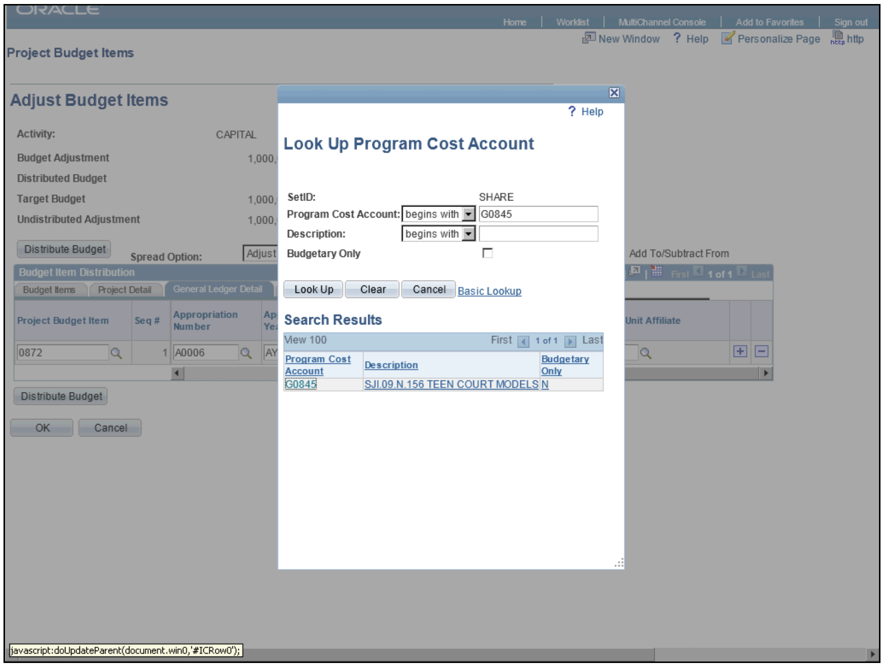


Step	Action
29.	Enter the appropriate **Batch Agency**. For this example, enter "**C00**" as the selected Batch Activity.
30.	Enter the desired information into the **Fund Code** field. For this example, enter "**0005**".
31.	Enter the desired information into the **Program** field. For this example, enter "**G08A**".

Step	Action
32.	Enter the desired information into the **Appropriation Number** field. For this example, enter "**A0006**".
33.	Enter the desired information into the **Appropriation Year** field. For this example, enter "**AY2013**".
34.	Move the scrollbar to the right to reveal additional information.

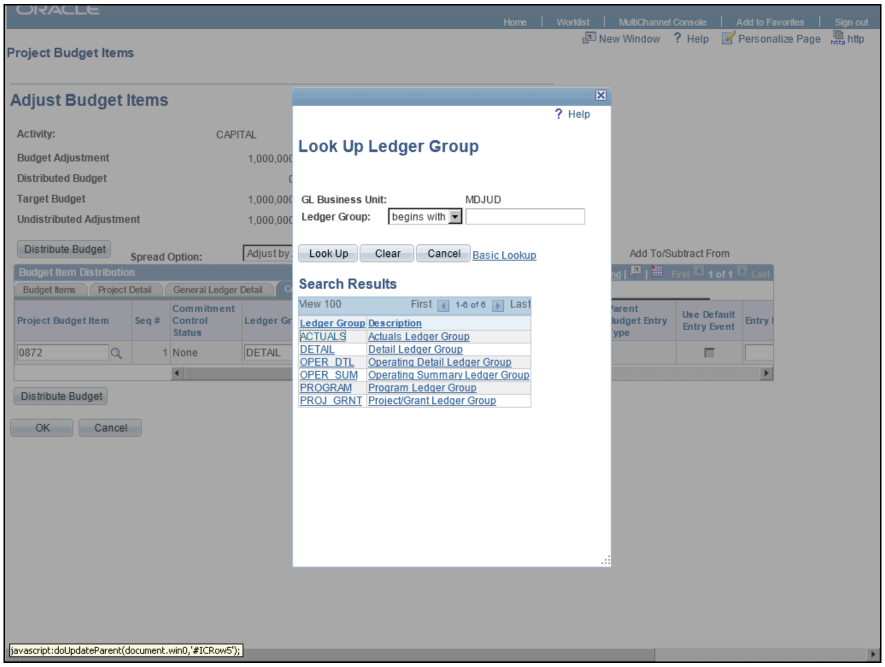


Step	Action
35.	Click the **Look up Program Cost Account (Alt+5)** button. 

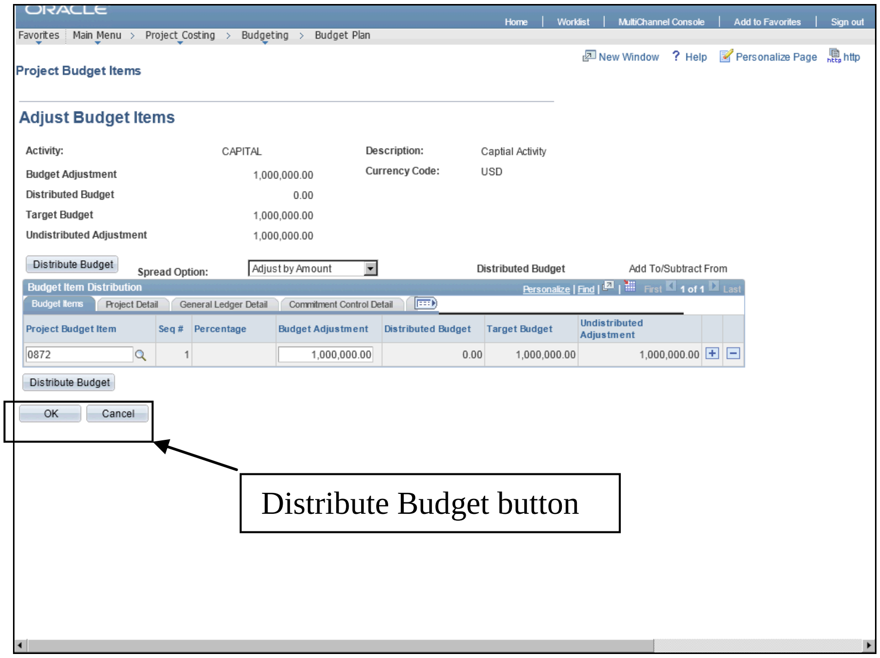


Step	Action
36.	Click the appropriate Program Cost Account link. For example, **G0845.** **NOTE:** A new PCA for the project would need to have been requested prior to setting up a budget for a new project. 
37.	Click the **Commitment Control Detail** tab. 

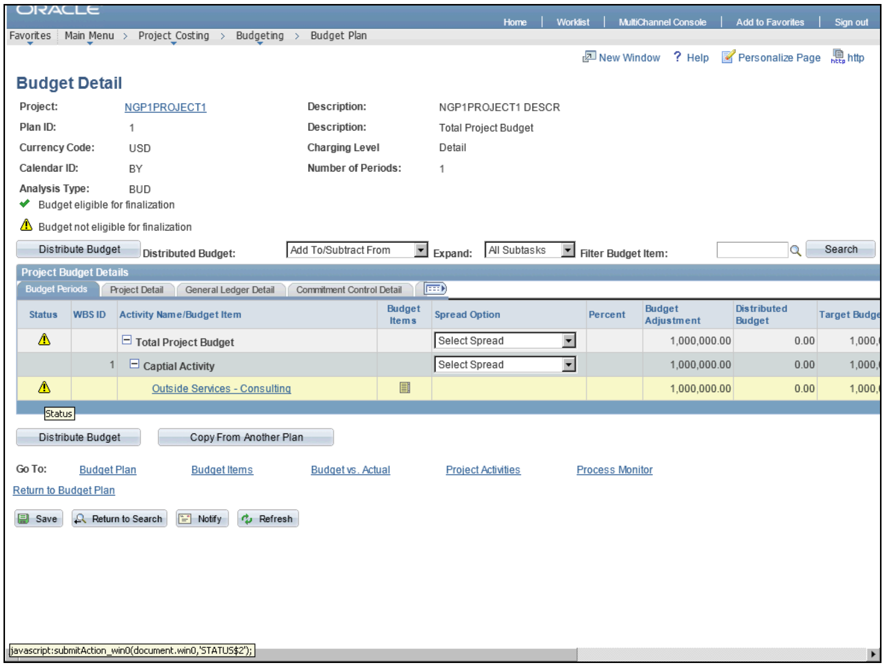
38.	Click the **Look up Ledger Group (Alt+5)** button. 



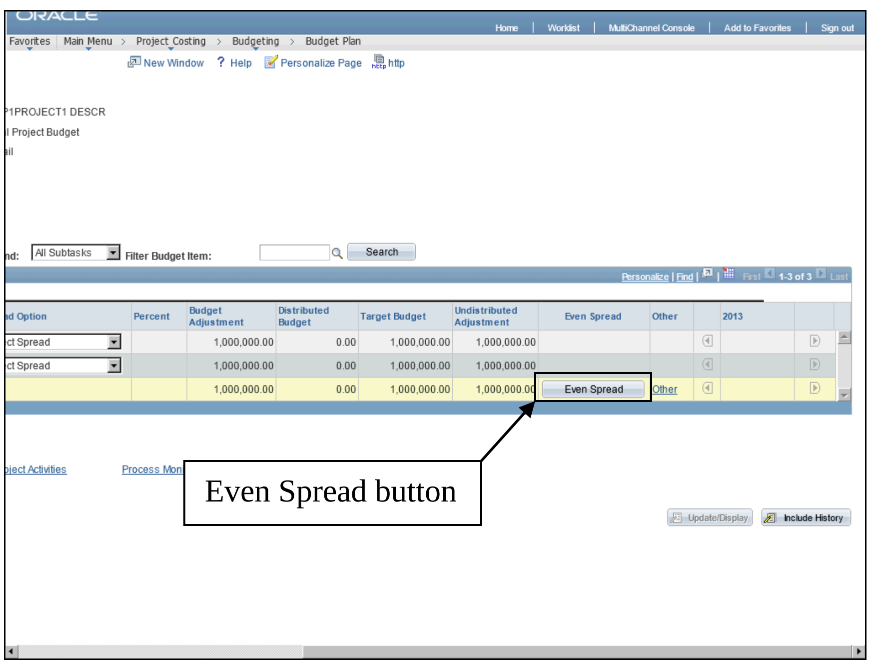
Step	Action
39.	Click the **Project/Grant Ledger Group** link. PROJ_GRNT Project/Grant Ledger Group
40.	Click the **Budget Entry Type** list. **NOTE:** Future adjustments should use the Adjustment value. Original
41.	Click the **Original** list item. **NOTE:** Future adjustments should use the Adjustment value. Original
42.	Click the **Generate Parent Budgets** option.
43.	Click the **Parent Budget Entry Type** list. **NOTE:** Future adjustments should use the Adjustment value. Original
44.	Click the **Original** list item. **NOTE:** Future adjustments should use the Adjustment value. Original
45.	Click the **Budget Items** tab. Budget Items



Step	Action
46.	Click the **Distribute Budget** button. Distribute Budget
47.	Click the **OK** button. OK



Step	Action
48.	Click and move the scrollbar to the right to reveal additional information.



Step	Action
49.	Click the **Even Spread** button. Even Spread
50.	Click and move the scrollbar back to the left.
51.	Click the **Save** button. Save
52.	Click the **Return to Budget Plan** link. Return to Budget Plan
53.	You have successfully completed *Creating a Project Budget Plan with Details.* You have learned how to: - Create a project budget plan with details. **End of Procedure.**

2.2 Finalizing Budget-Process to Commitment Control

Finalizing the Budget Plan updates the Project Transaction Interface table and triggers the Load Third-Party Transactions Application Engine process to determine if the transactions must go through Commitment Control. The system:

- Sends rows that require Commitment Control through the Project Costing to Commitment Control process.
- Sends rows that do not require Commitment Control to the Project Transaction table.
- Updates the Summary Budget Data table.

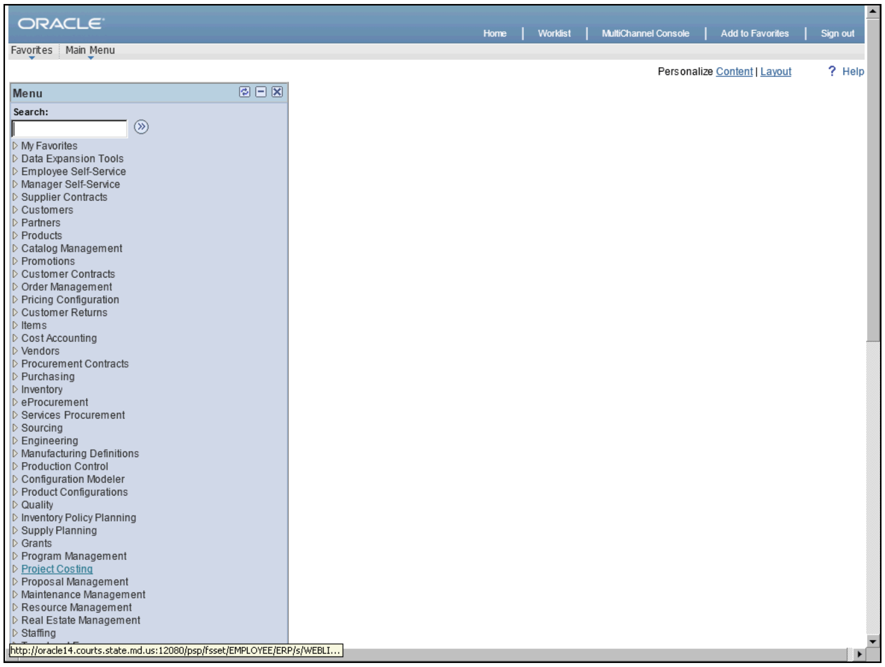
In this topic a project budget plan that was not finalized during budget creation will be finalized.

After completing this topic, you will be able:

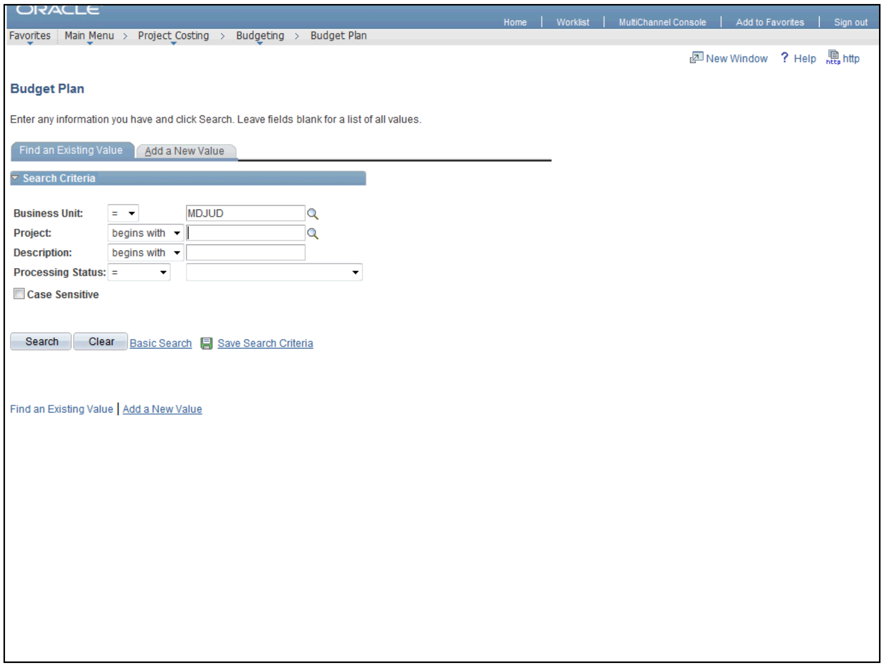
- Finalized a project budget plan to Commitment Control.

Procedure

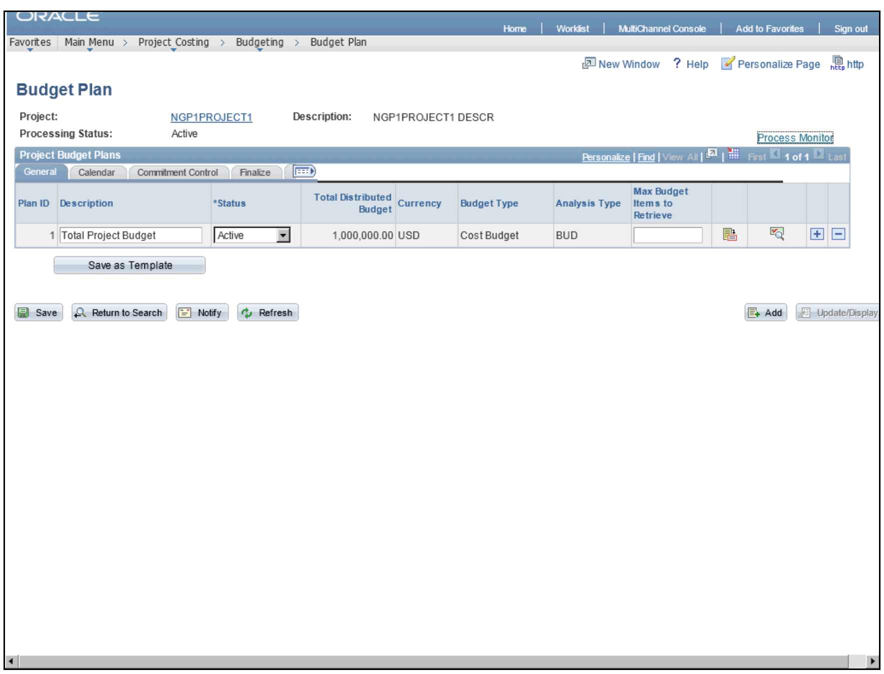
In this topic, you will finalize a budget plan to Commitment Control.



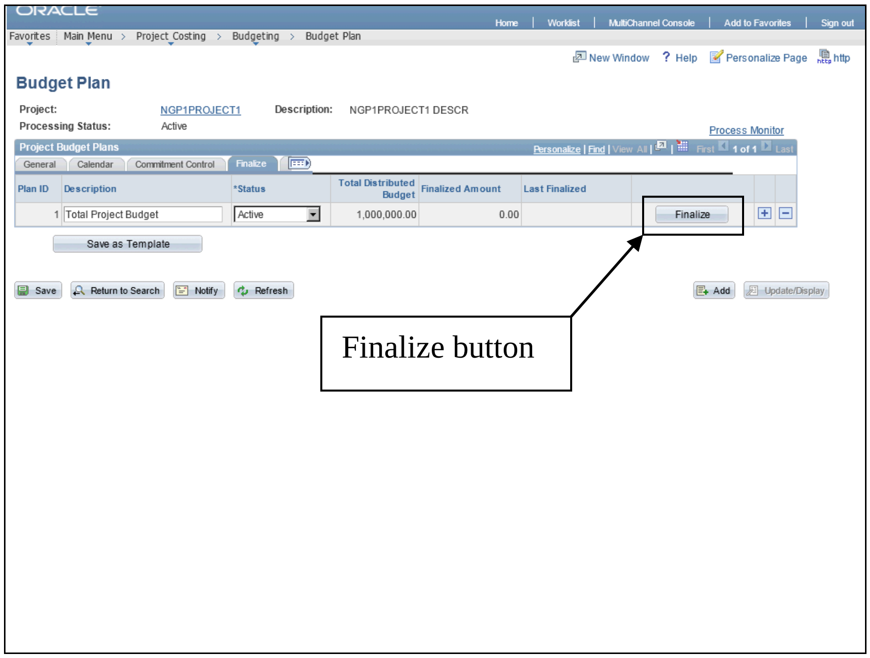
Step	Action
1.	Begin by navigating to the **Budget Plan** page. Click the **Project Costing** link. Project Costing
2.	Click the **Budget Plan** link in the **Budgeting** pagelet. Budget Plan



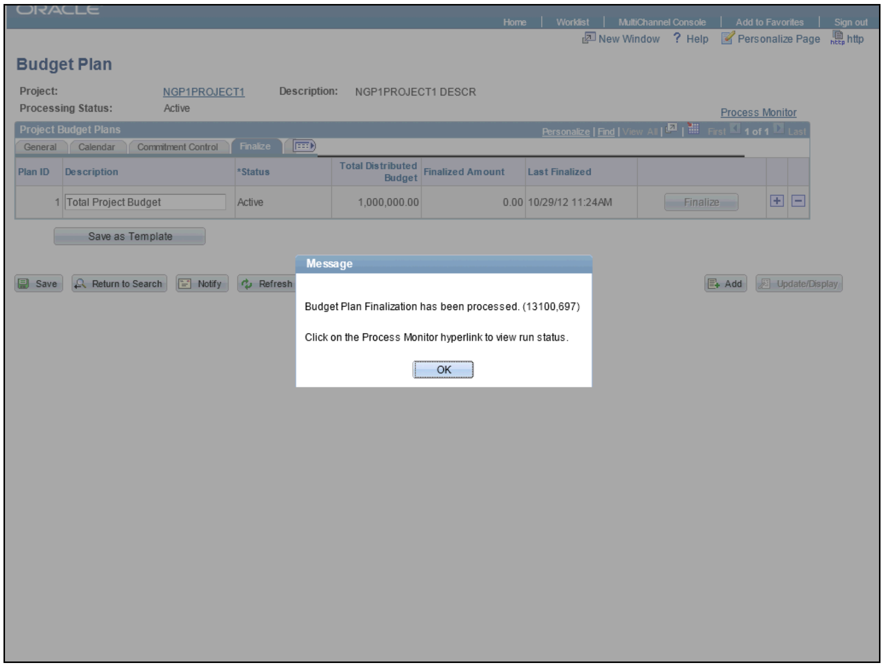
Step	Action
3.	Enter the previously created project into the **Project** field. Enter "**NGP1PROJECT1**".
4.	Click the **Search** button. 

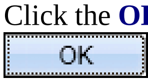


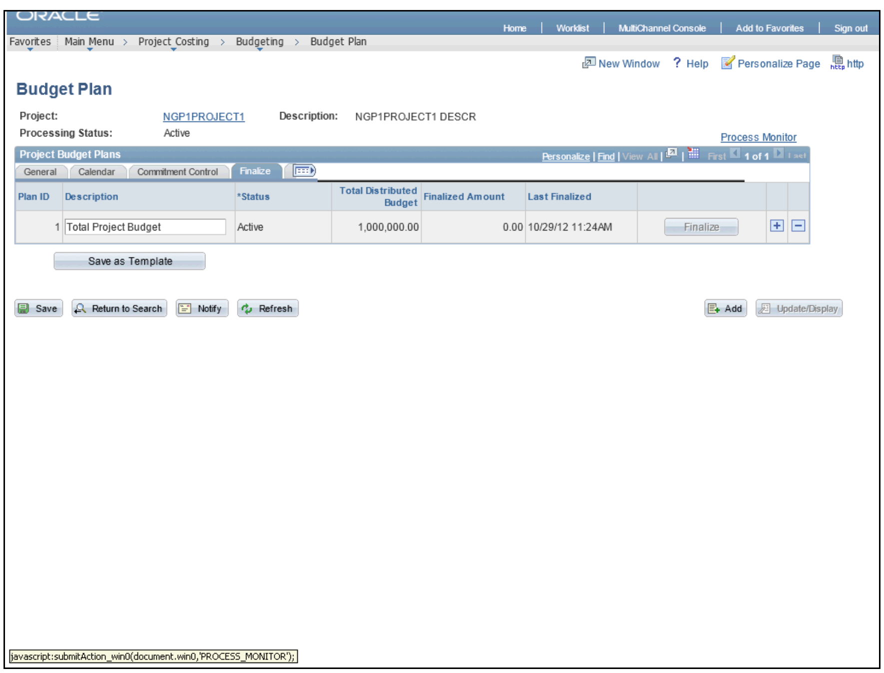
Step	Action
5.	Click the **Finalize** tab. Finalize



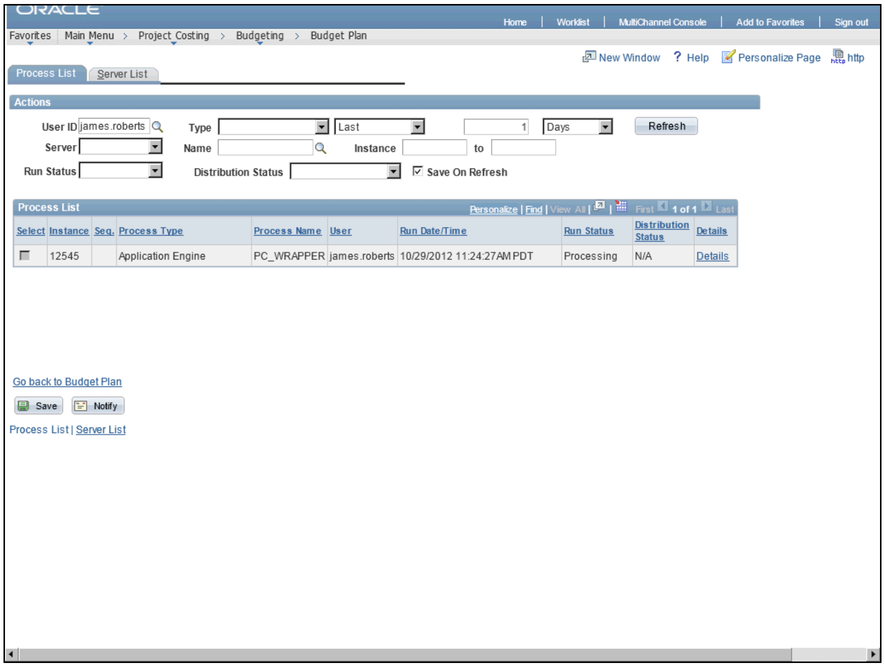
Step	Action
6.	Click the **Finalize** button. Security is required to run process. Finalize



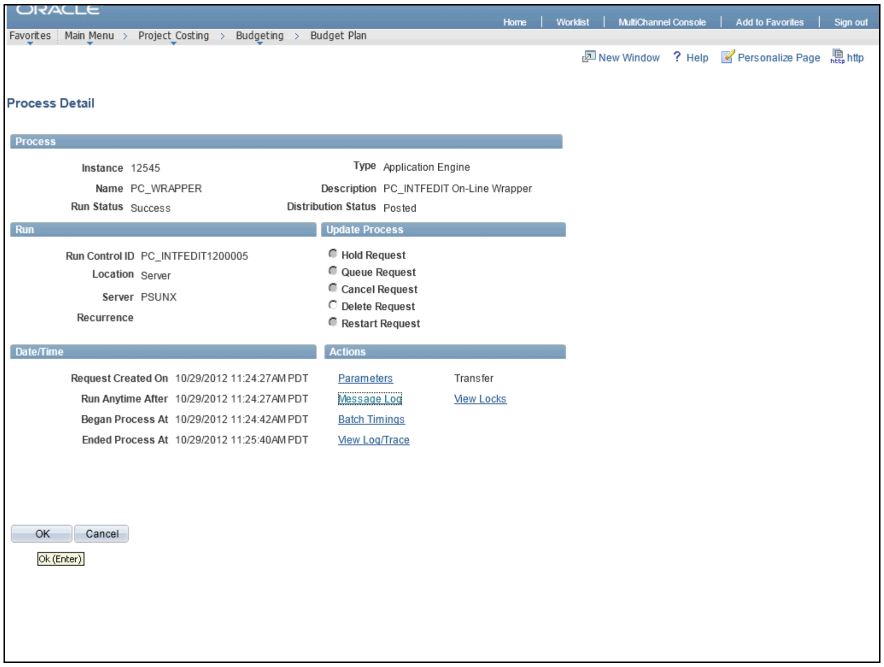
Step	Action
7.	Click the **OK** button. 



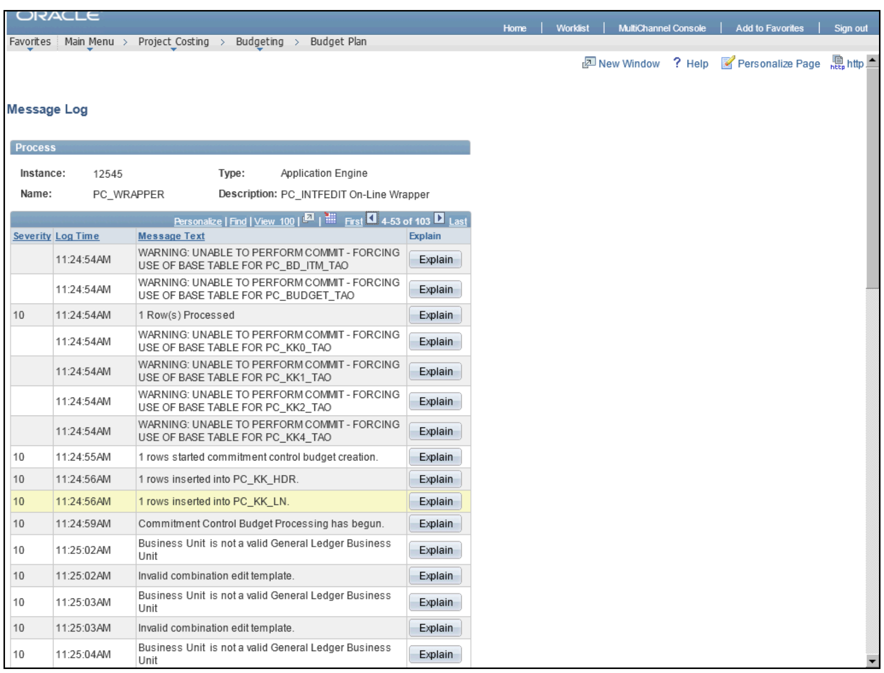
Step	Action
8.	Click the **Process Monitor** link. Process Monitor



Step	Action
9.	Click the **Refresh** button. Refresh
10.	Click the **Details** link. Details

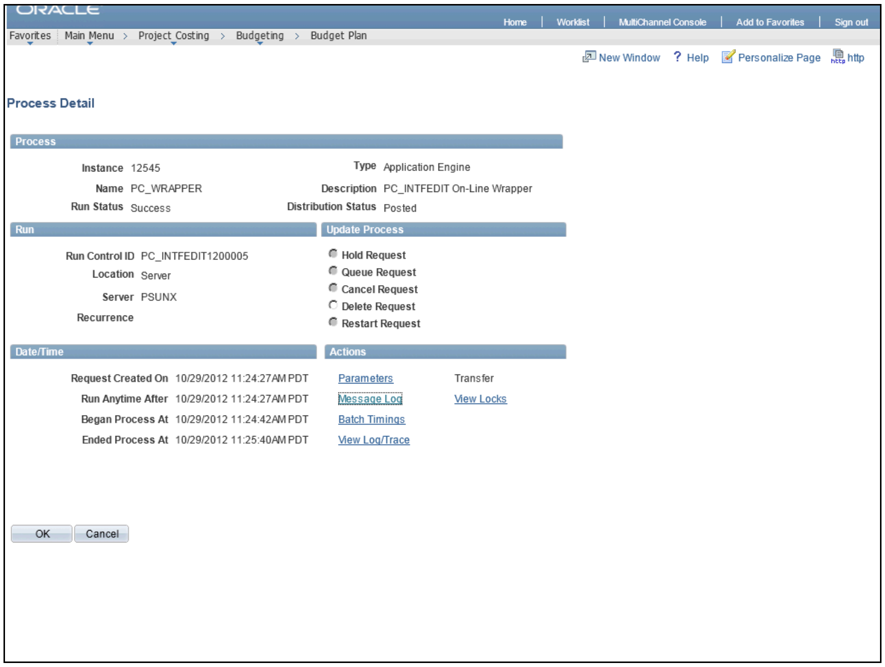


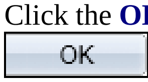
Step	Action
11.	Click the **Message Log** link. Message Log



Step	Action
12.	Click and move the scrollbar down to review your message log to verify that no errors occurred.

13.	Click the **Return** button. 



Step	Action
14.	Click the **OK** button. 
15.	You have successfully completed *Finalizing Budget-Process to Commitment Control*. You have learned how to: - Finalize a budget plan **End of Procedure.**

2.3 Reviewing and Validating a Budget in PC

In this topic, the budget transactions created from the Commitment Control (KK) budget process will be verified in the Project Costing transaction list.

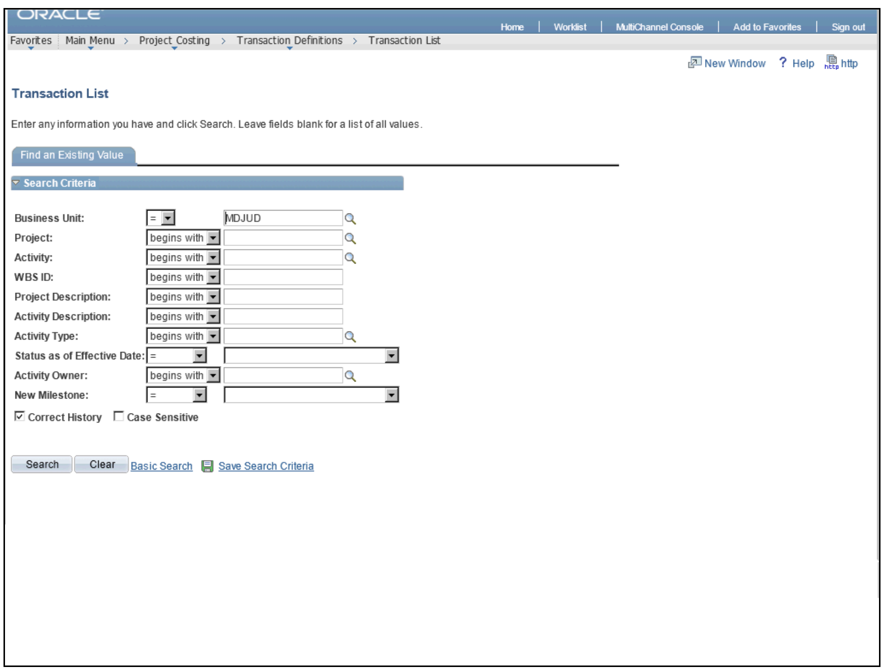
After completing this topic, you will be able to:

- View the budget transactions in the Project Costing transaction list.

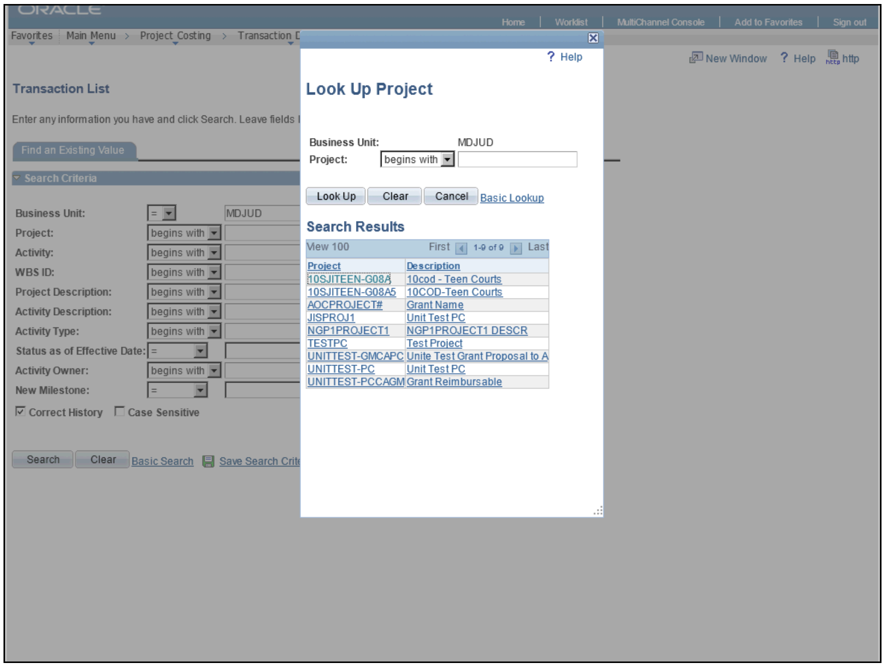
Procedure

In this topic, the budget transactions created by the Finalization process will be verified in the Project Costing transaction list.

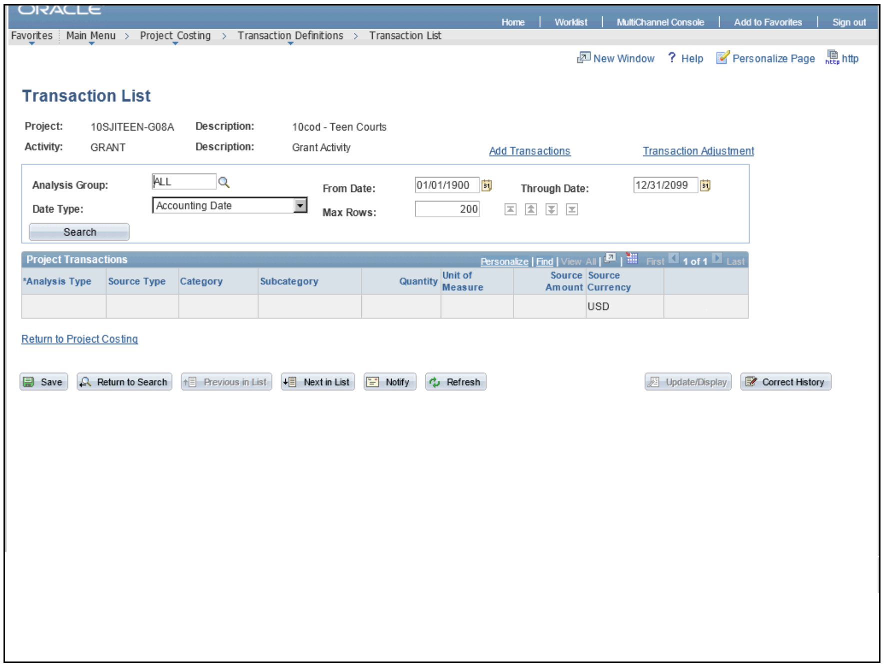
Step	Action
1.	Begin by navigating to the **Transaction List** page. Click the **Project Costing** link. 
2.	Click the **Transaction List** link in the Transaction Definitions pagelet. 



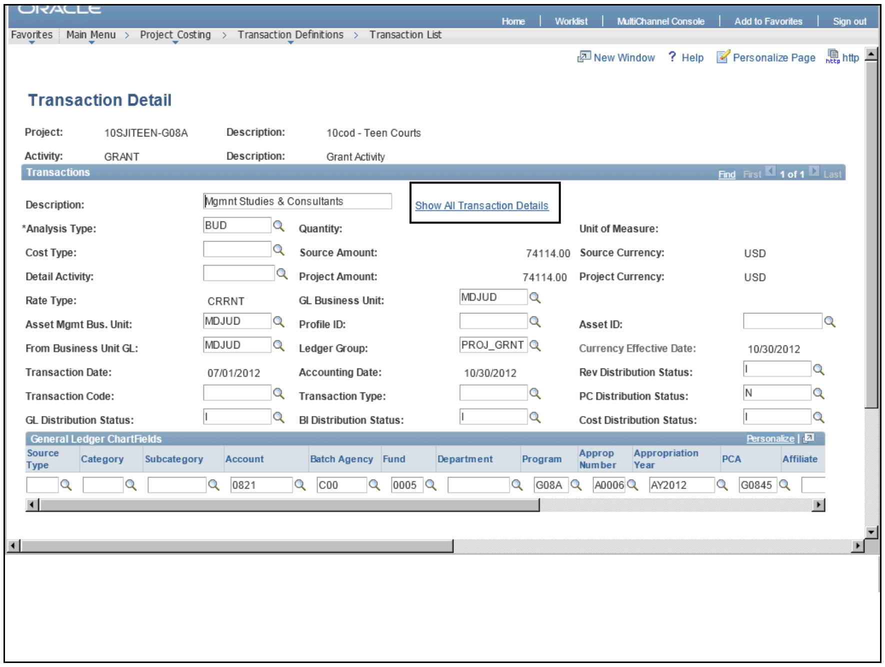
Step	Action
3.	Click the **Look up Project (Alt+5)** button. You will be looking for a previously created project. 



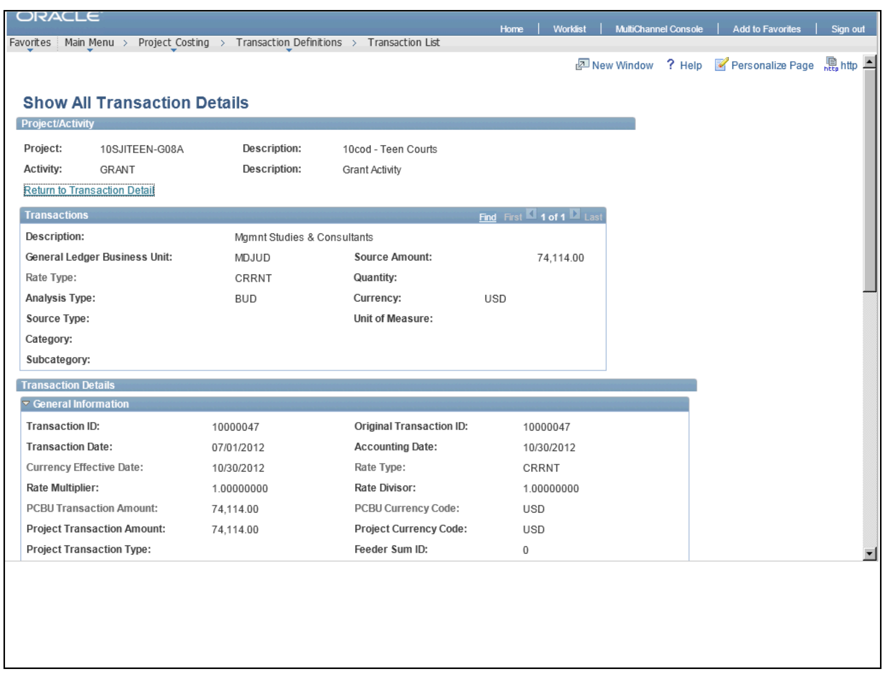
Step	Action
4.	The **Look Up Project** page displays. Click the **10SJITEEN-G08A** link. 10SJITEEN-G08A
5.	Click the **Search** button. Search
6.	Click the **10SJITEEN-G08A** link. 10SJITEEN-G08A



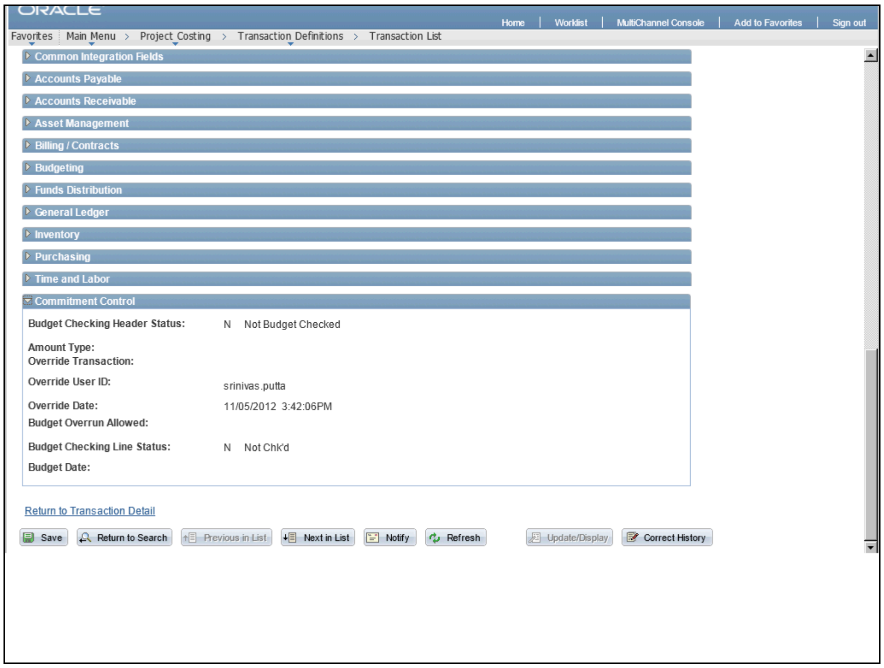
Step	Action
7.	The **Analysis Group**, **From Date** and **Through Date** should have been populated from user preferences. If they are blank, they need to be populated prior to doing the search. The analysis group that is chosen determines the number and type of analysis that will be shown in the Project Transactions grid. "All" displays all analysis types. Focus can be limited to certain analysis types by selecting an analysis group like "BUD" or "ACT-". Click the **Search** button. 
8.	Click the **Transaction Detail** button to review additional transaction details like the transaction status. **NOTE:** The button is shown on the right side of the transaction row displayed. 



Step	Action
9.	Click the **Show All Transaction Details** link. Show All Transaction Details



Step	Action
10.	Move the scrollbar down to reveal additional fields.
11.	Click the **Expand section** button on the Commitment Control row. 



Step	Action
12.	Review the Commitment Control Status. If the transaction had been finalized successfully, the Budget Checking Header Status would be "V" for valid.
13.	You have successfully completed the *Reviewing and Validating a Budget in PC* topic. You have learned to: - verify the Project Costing transaction list created by the Finalization process. **End of Procedure.**

2.4 Correcting Budget Exceptions

Inevitably, some transactions fail the budget checking process or cause the Budget Processor to issue a warning. Such transactions are marked by the Budget Processor as exceptions. Commitment Control provides processes and pages to notify appropriate users of these exceptions. Depending on the nature of the exception and the security authority granted to the user, a user can handle budget exceptions by changing transactions, adjusting budgets, overriding the budget checking process, or by simply viewing and noting them.

In this topic, a budget exception will be corrected.

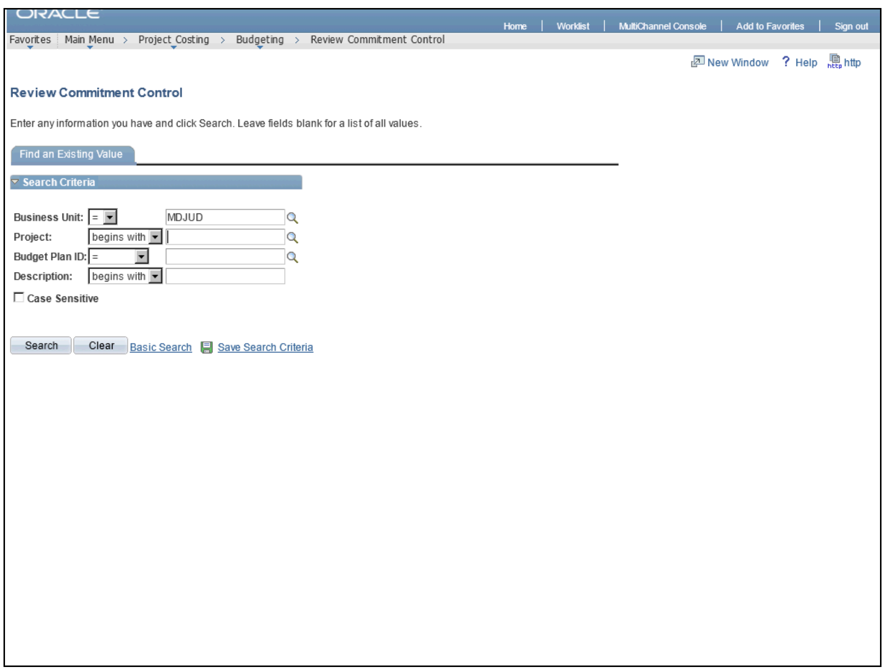
After completing this topic you will be able to:

- Correct a budget exception.

Procedure

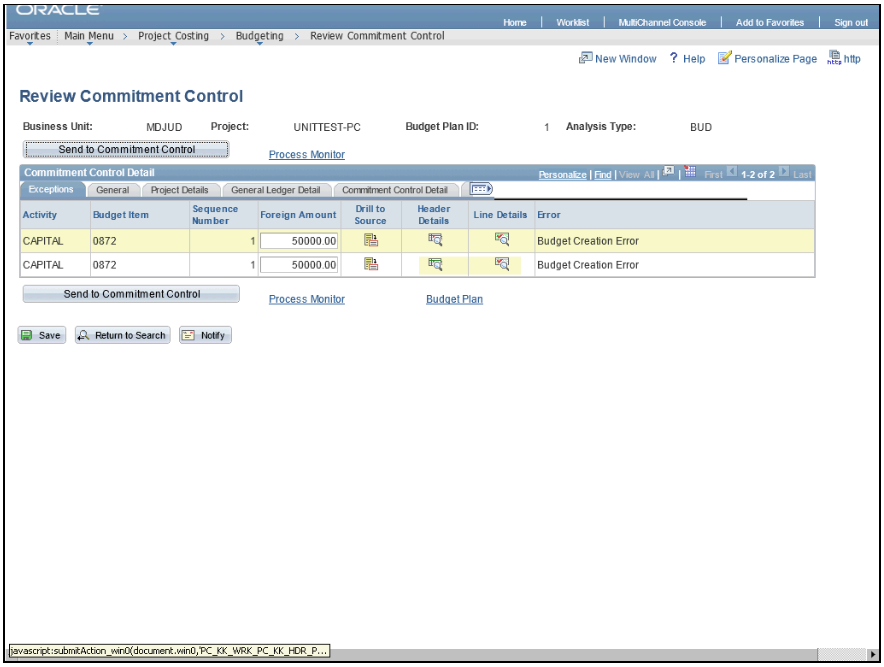
In this topic, a budget exception will be corrected.

Step	Action
1.	Begin by navigating to the **Review Commitment Control** page. Click the **Project Costing** link. ▷ Project Costing
2.	Click the **Budgeting** link. Budgeting
3.	Click the **Review Commitment Control** link. Review Commitment Control

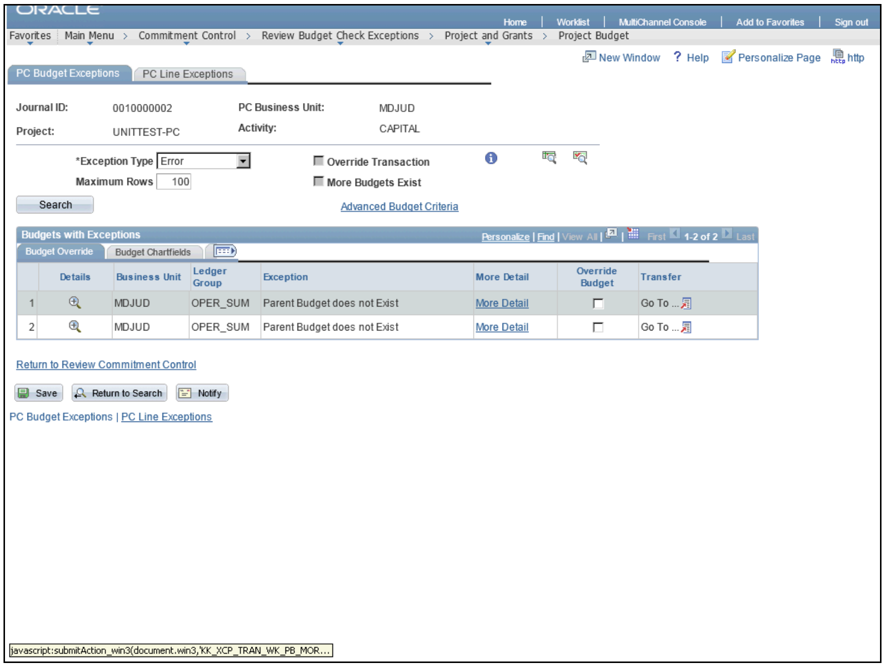


Step	Action
4.	Click the **Search** button to display transactions that have failed the budget creation process. Search

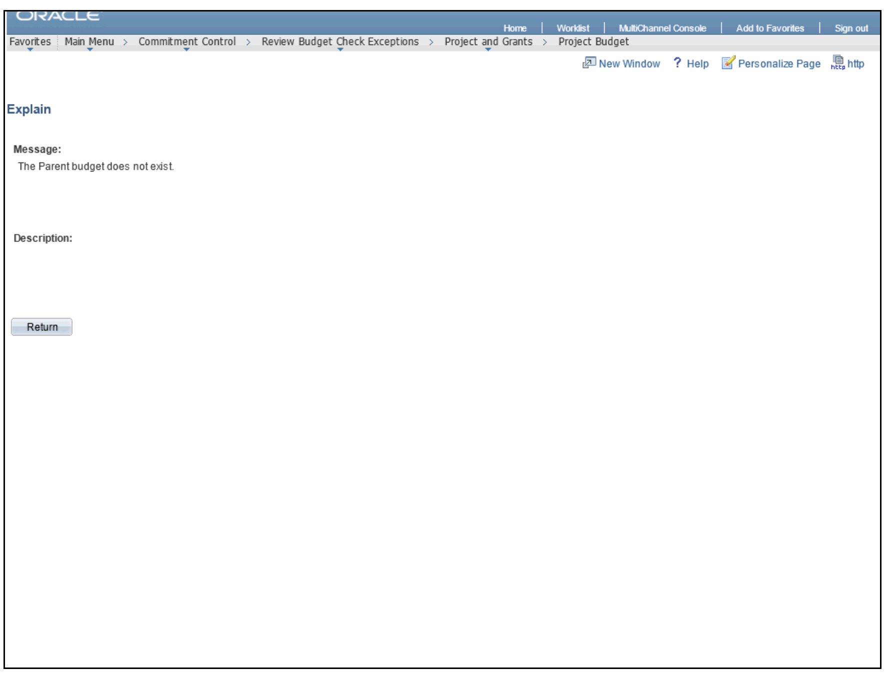
Step	Action
5.	Select a project. Click the **UNITTEST-PC** link. UNITTEST-PC



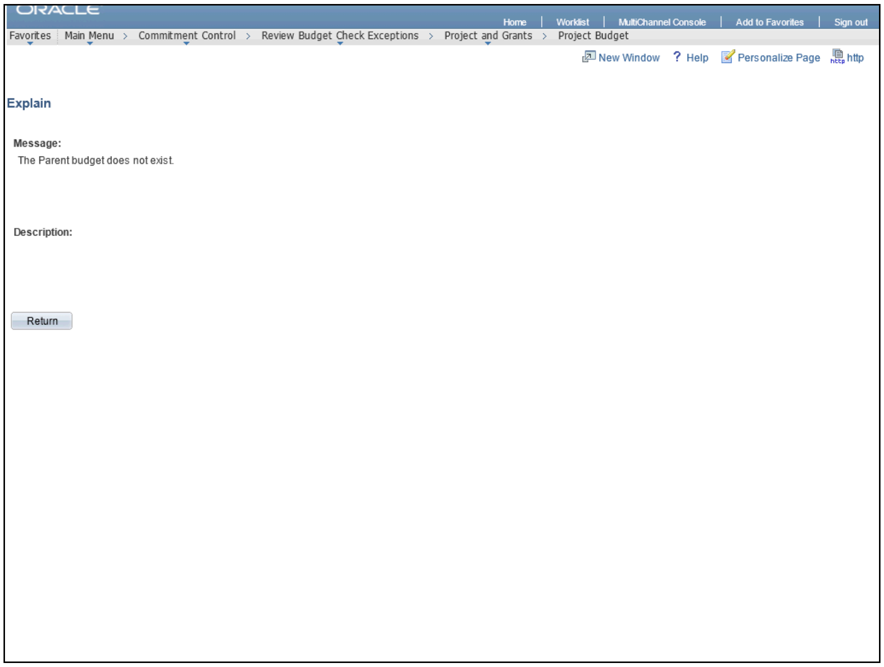
Step	Action
6.	Click the **Header Details** icon. 



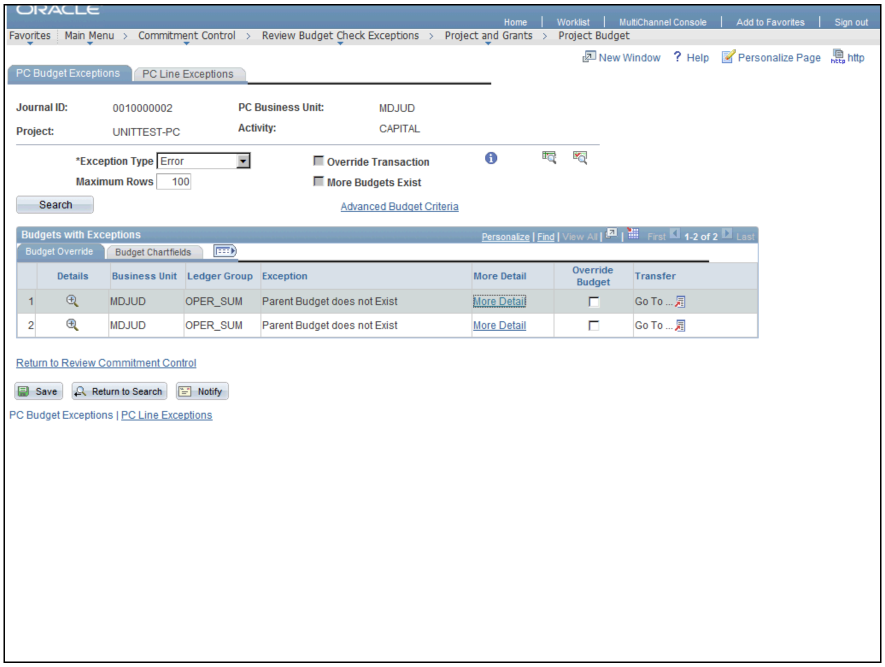
Step	Action
7.	Click the **More Detail** link. More Detail



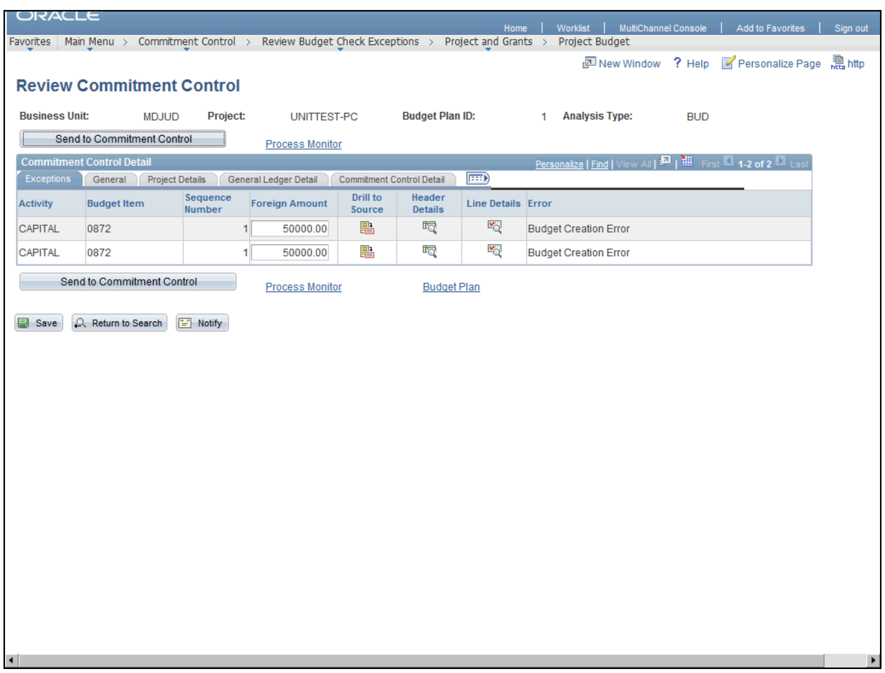
Step	Action
8.	This detail page will typically provide reason(s) as to why the activity is included as a budget exception. Some of the exceptions are Blank Chartfield, No Budget Exists, and Exceeds Tolerance.



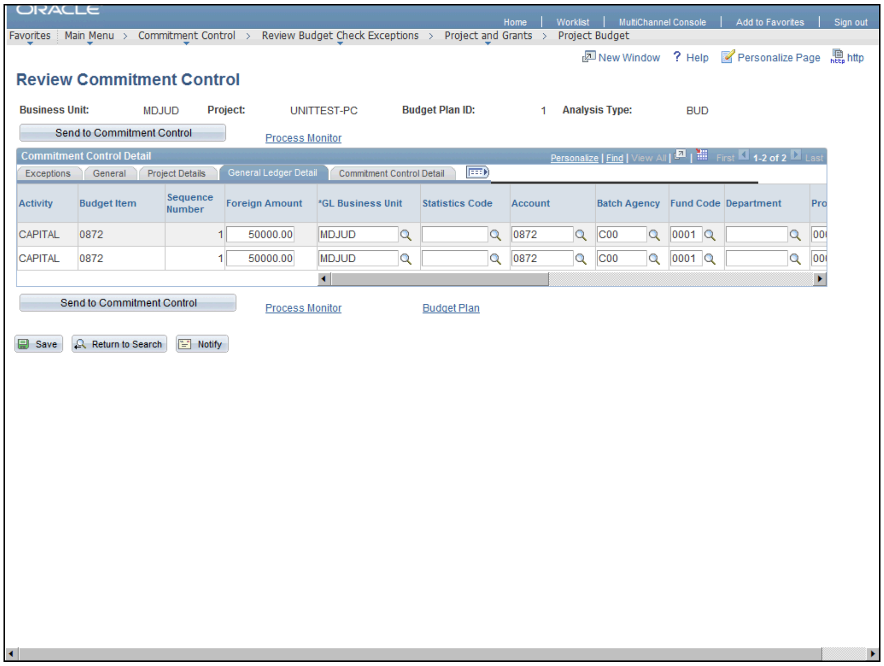
Step	Action
9.	Click the **Return** button. 



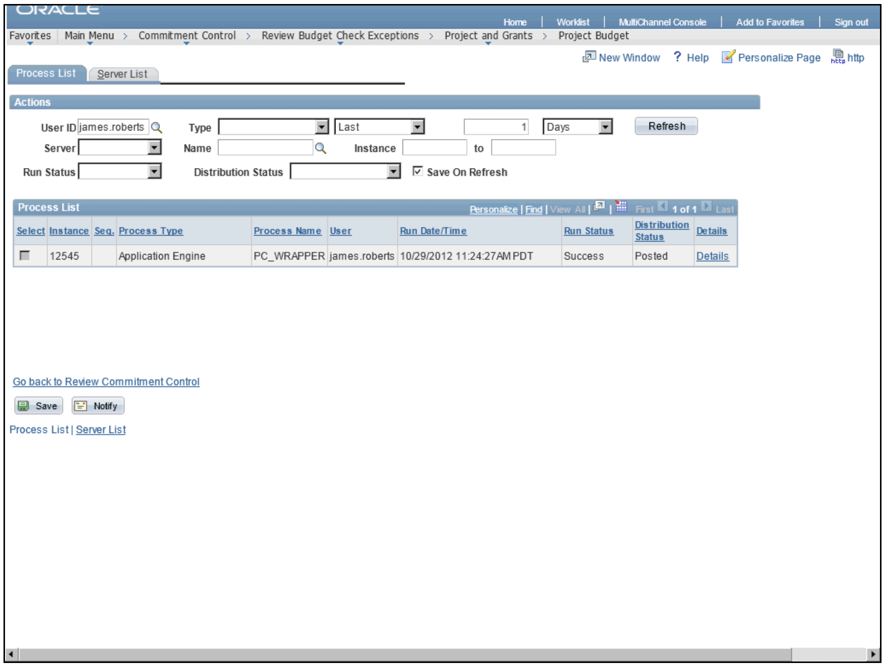
Step	Action
10.	Click the **Return to Review Commitment Control** link. Return to Review Commitment Control

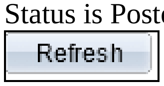


Step	Action
11.	Click the **General Ledger Detail** tab. General Ledger Detail



Step	Action
12.	Move the scrollbar to the right to reveal additional fields.
13.	Once the information has been reviewed and the exception has been corrected, you can now resend the exception through to Commitment Control. Click the **Send to Commitment Control** button. Send to Commitment Control
14.	Click the **Process Monitor** link. Process Monitor



Step	Action
15.	Click the **Refresh** button until the Run Status reaches Success and the Distribution Status is Posted. 
16.	You have successfully completed *Correcting Budget Exceptions*. You have learned how to: - Correct budget exceptions **End of Procedure.**

Lesson 3: Reviewing Project Budget in Commitment Control

Lesson Overview:
GEARS Commitment Control helps you avoid overspending by providing budget checking and commitment accounting functionality. It can automatically check commitments and expenditures against control budgets, spot exceptions, freeze any affected transactions, and notify you of exceptions, enabling you to limit commitments and actual expenditures to authorized budget amounts.

Because Commitment Control enables you to establish extensive and flexible budgetary controls, you can forecast the final costs of a project and take timely corrective action to avoid excessive deviations from the budget.

Inquiring on specific transactions is extremely important for audit tracking purposes. Commitment Control gives you the ability to inquire on budget transactions that were entered directly into the General Ledger via commitment control. It also gives you the ability to narrow or widen your search as appropriate. If you are looking for a specific budget, you should enter as many known variables as possible.

Lesson Objectives:
After completing this lesson you will be able to:

- Review the Project Budget in Commitment Control

3.1 Reviewing Project Budget in KK

GEARS Commitment Control helps you avoid overspending by providing budget checking and commitment accounting functionality. It can automatically check commitments and expenditures against control budgets, spot exceptions, freeze any affected transactions, and notify you of exceptions, enabling you to limit commitments and actual expenditures to authorized budget amounts.

Because Commitment Control enables you to establish extensive and flexible budgetary controls, you can forecast the final costs of a project and take timely corrective action to avoid excessive deviations from the budget.

Inquiring on specific transactions is extremely important for audit tracking purposes. Commitment Control gives you the ability to inquire on budget transactions that were entered directly into the General Ledger via commitment control. It also gives you the ability to narrow or widen your search as appropriate. If you are looking for a specific budget, you should enter as many known variables as possible.

In this topic, a project budget will be reviewed in Commitment Control Overview.

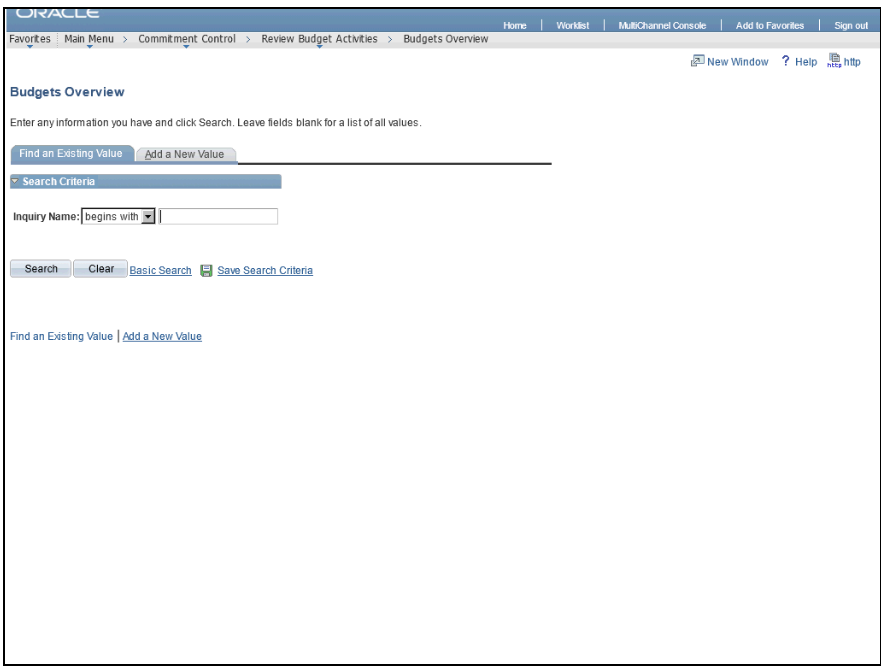
After completing this topic, you will be able to:

- Verify the budget in Commitment Control
- Review the project budget and the remaining project budget after pre-encumbrance, encumbrances and expenses

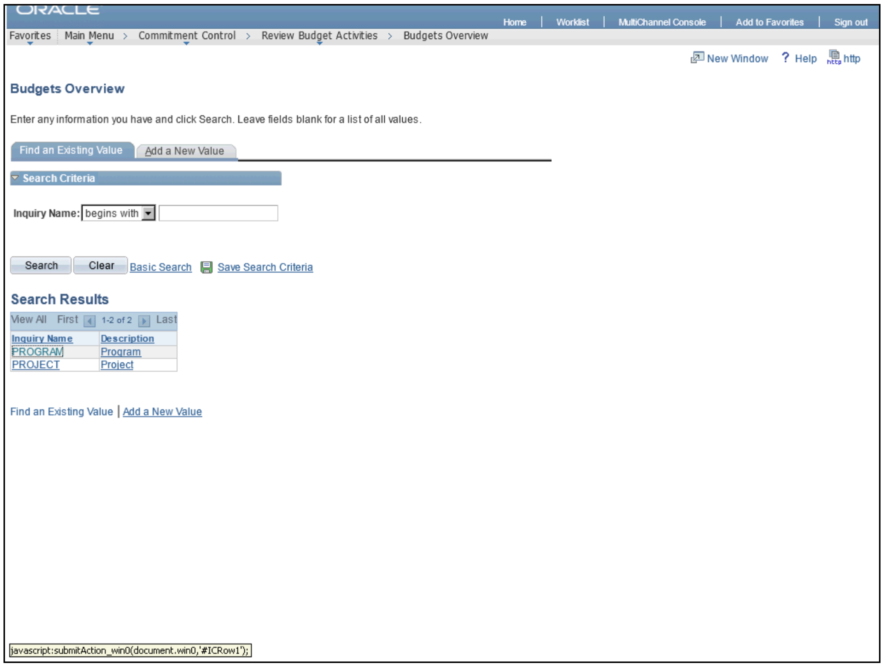
Procedure

In this topic, a project budget will be reviewed in Commitment Control Overview.

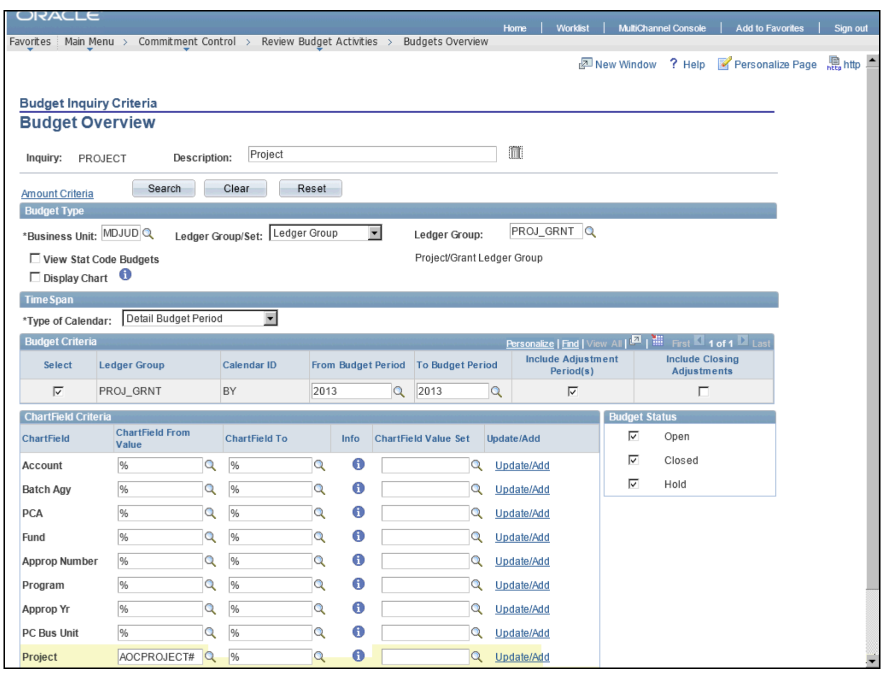
Step	Action
1.	Begin by navigating to the **Budgets Overview** page. Click the **Commitment Control** link. Commitment Control
2.	Click the **Budgets Overview** link. Commitment Control security controls access. Budgets Overview



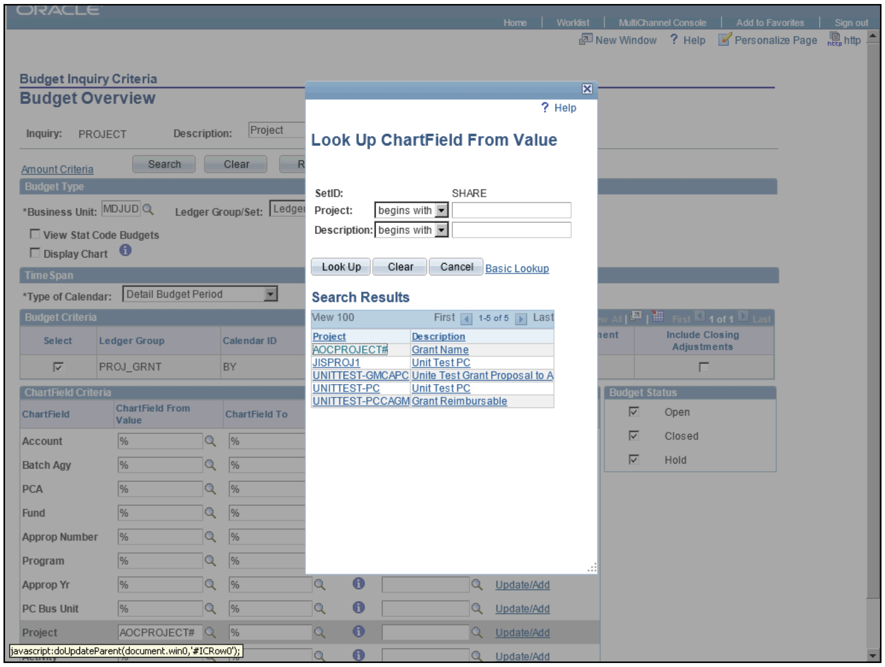
Step	Action
3.	Click the **Search** button. Add an Inquiry Name value if one has not been previously created. Search



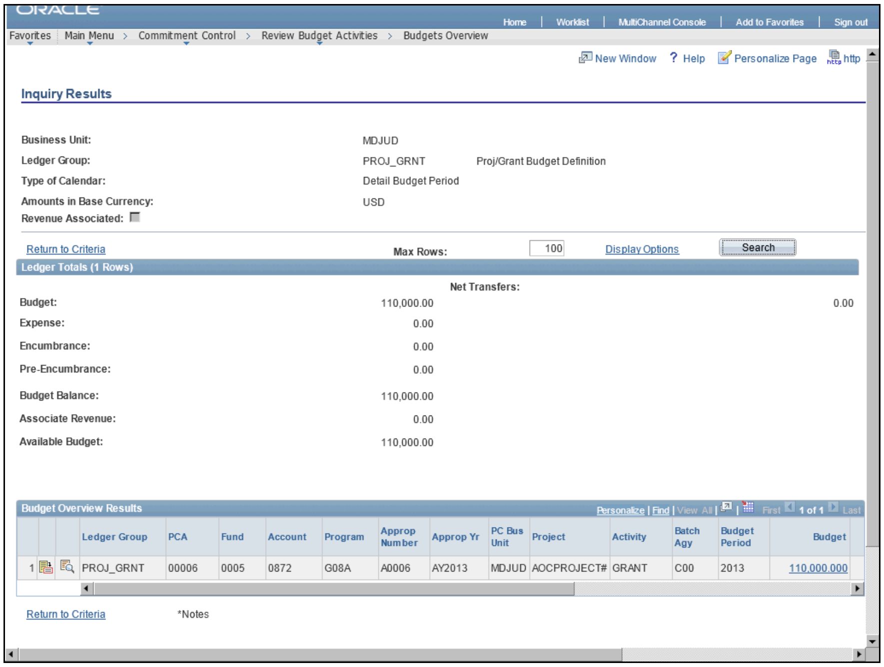
Step	Action
4.	Click the **PROJECT** link. PROJECT



Step	Action
5.	Click the **Look up Project ChartField (Alt+5)** button to select a project to review. The Inquiry Name defaulted the **Business Unit**, **Ledger Group** and the **From** and **To Budget Period**. Any of these values can be changed prior to selecting the search.



Step	Action
6.	Click the **appropriate project** link. AOCPROJECT#
7.	Click the **Search** button to retrieve the Commitment Control Overview for the chartfield criteria selected. Search



Step	Action
8.	Click a ledger amount link to drill down to more detail (i.e., Budget, Expense, Encumbrance, or Pre-encumbrance) 110,000.000
9.	Click the **Return to Criteria** link. Return to Criteria
10.	You have successfully completed Reviewing Project Budget in KK. You have learned how to: - Review your project budget in Commitment Control. **End of Procedure.**

Lesson 4: Collecting Purchasing and Payables Project Costs

Lesson Overview:
GEARS Project Costing integrates with Purchasing and Payables to track and collect costs associated with procurement. In this lesson you will learn how to collect Purchasing Costs and Payables into Project Costing and how to review and validate the process.

Lesson Objectives:
After completing this lesson, you will be able to:

- Collect Purchasing Costs into Project Costing
- Validate Purchasing Costs in Project Costing
- Collect Payables into Project Costing
- View Payables voucher information in Project Costing

4.1 Collecting Purchasing Costs into Project Costing

Lesson Overview:
GEARS Project Costing integrates with Purchasing and Payables to track and collect costs associated with procurement. In this lesson, you will learn how to collect Purchasing Costs into Project Costing and how to review and validate the process.

Lesson Objectives:
After completing this lesson, you will be able to:

- Collect Purchasing Costs into Project Costing
- Validate Purchasing Costs in Project Costing

4.1.1 Running the Cost Collection Process for Purchasing

GEARS enables you to pull requisitions, purchase orders, or both into Project Costing. Run the Purchasing to Project Costing process after requisitions and/or purchase orders have been created in GEARS Purchasing.

In this topic, the requisitions and purchase orders previously created will be collected into Project Costing.

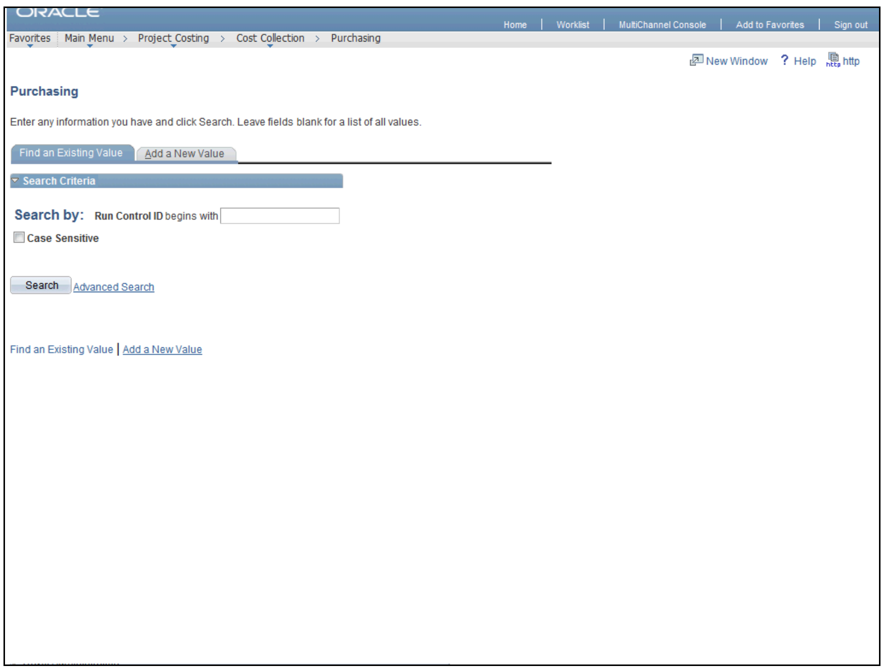
After completing this topic, you will be able to:

- Collect the requisitions and purchase orders into Project Costing

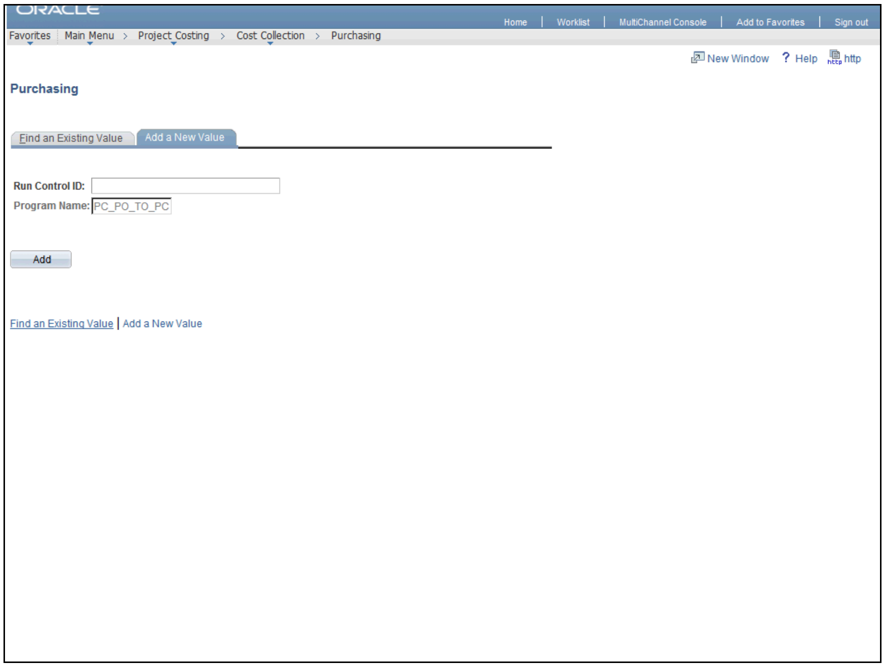
Procedure

In this topic, the requisitions and purchase orders previously created will be collected into Project Costing.

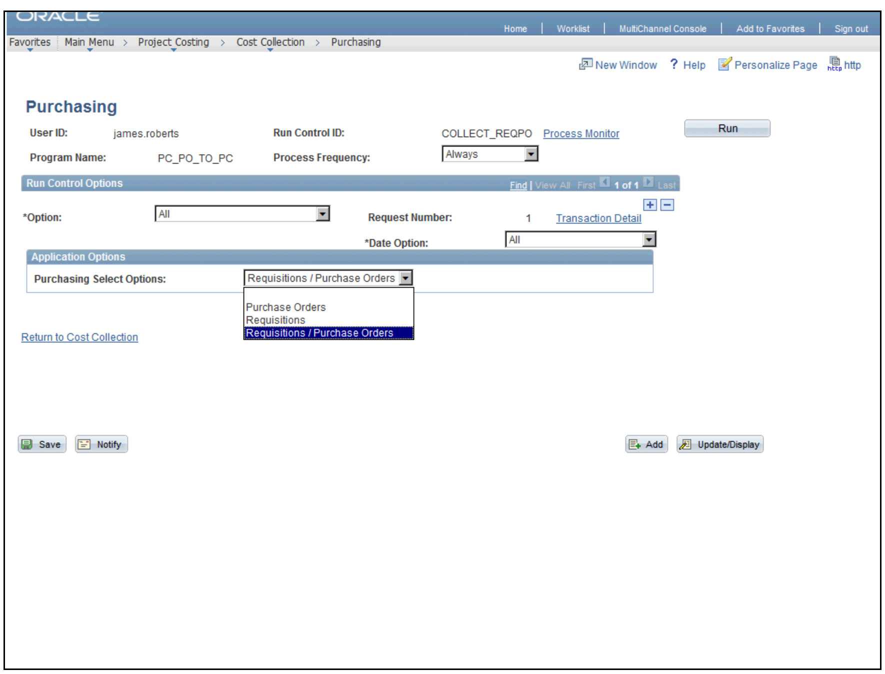
Step	Action
1.	Begin by navigating to the **Purchasing** page. Click the **Project Costing** link. ▷ Project Costing
2.	Click the **Cost Collection** link. Cost Collection
3.	Click the **Purchasing** link. Purchasing



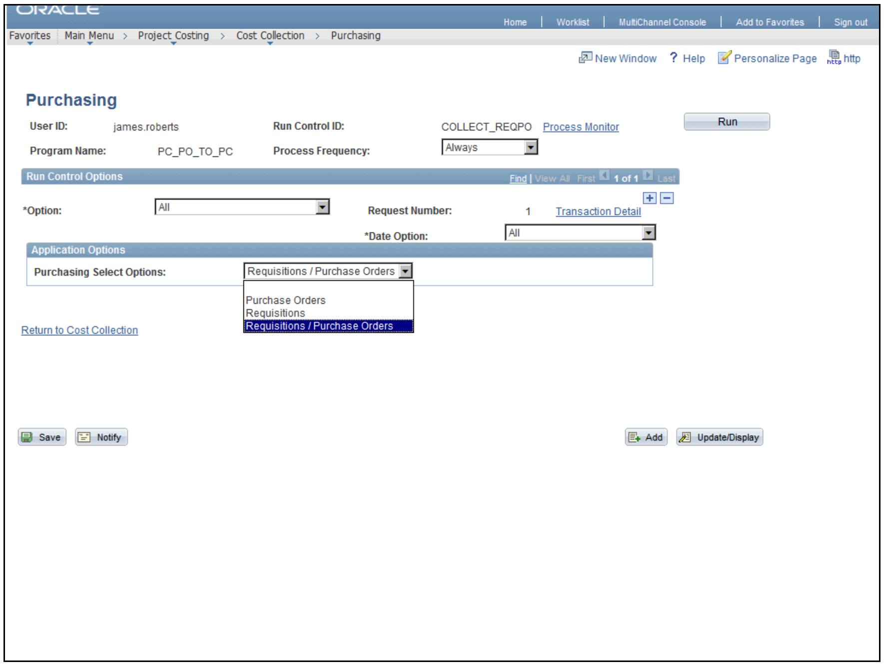
Step	Action
4.	Click the **Add a New Value** tab. Add a New Value



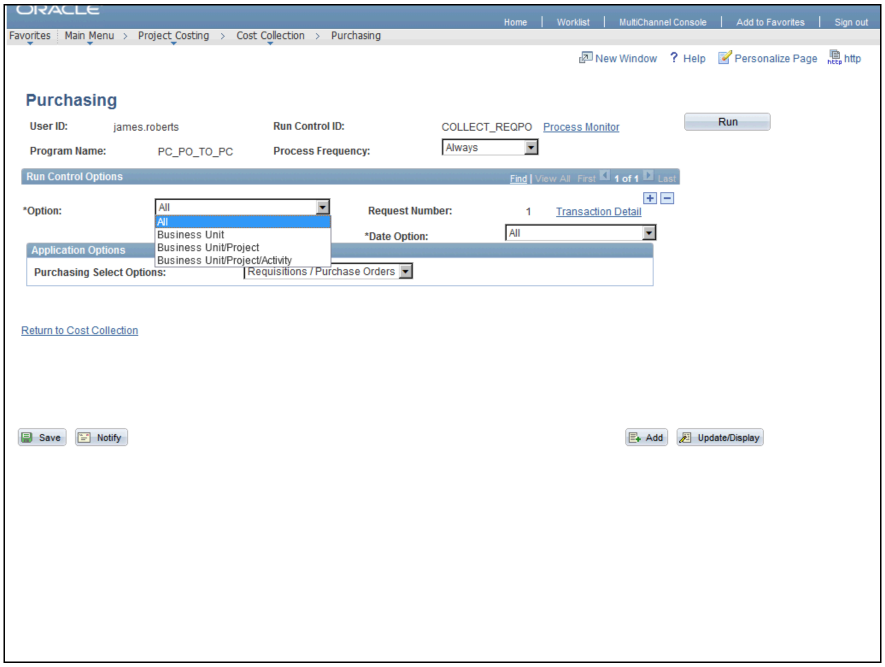
Step	Action
5.	Enter the desired information into the **Run Control ID** field. For this example, enter "**COLLECT_REQPO**".
6.	Click the **Add** button. Add

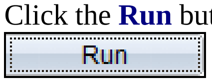


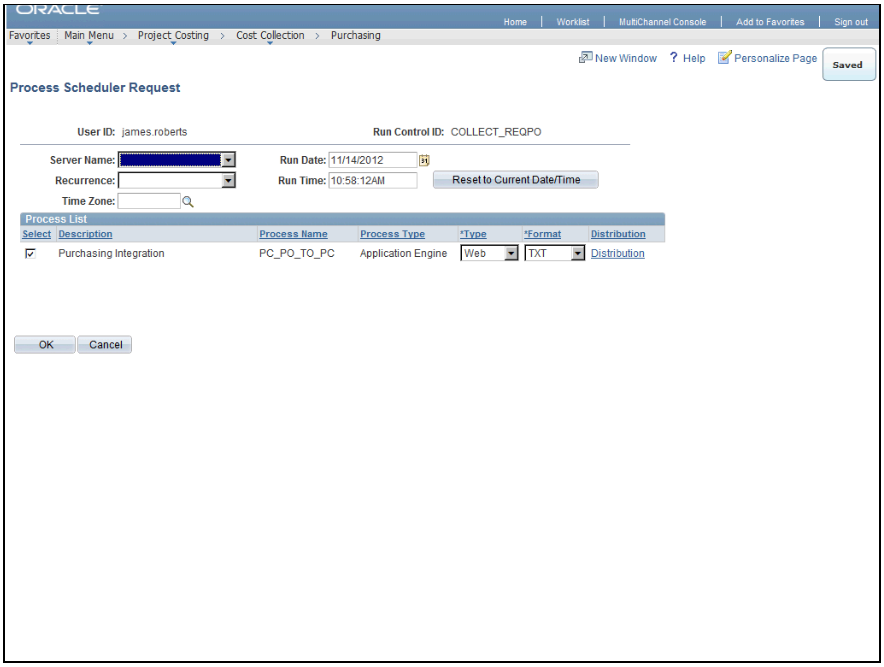
Step	Action
7.	Use the **Purchasing** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.



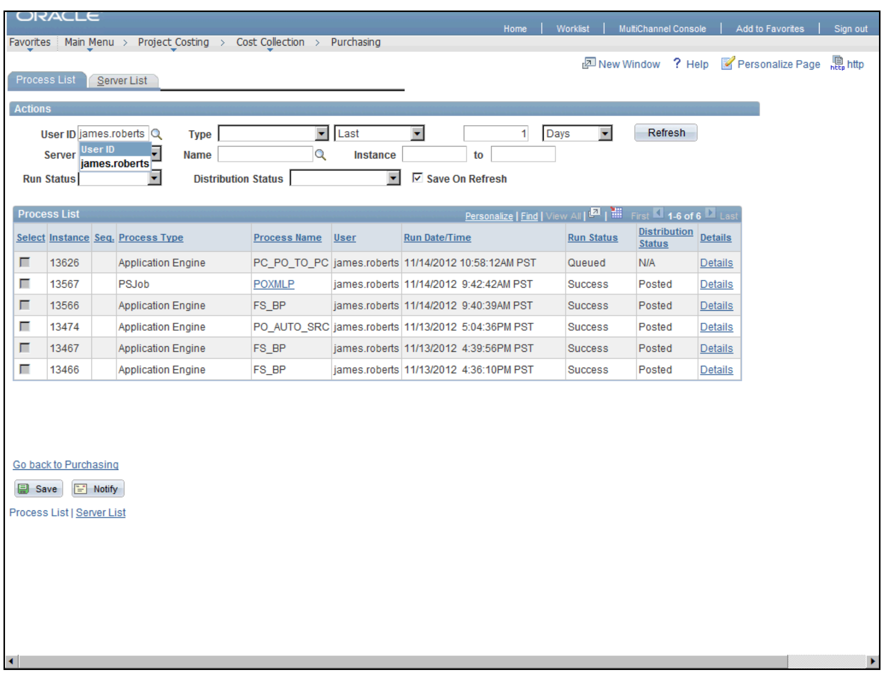
Step	Action
8.	Use the **Option** list to select a project business unit, project, or activity option to restrict processing to these values. Click the **Option** list. 



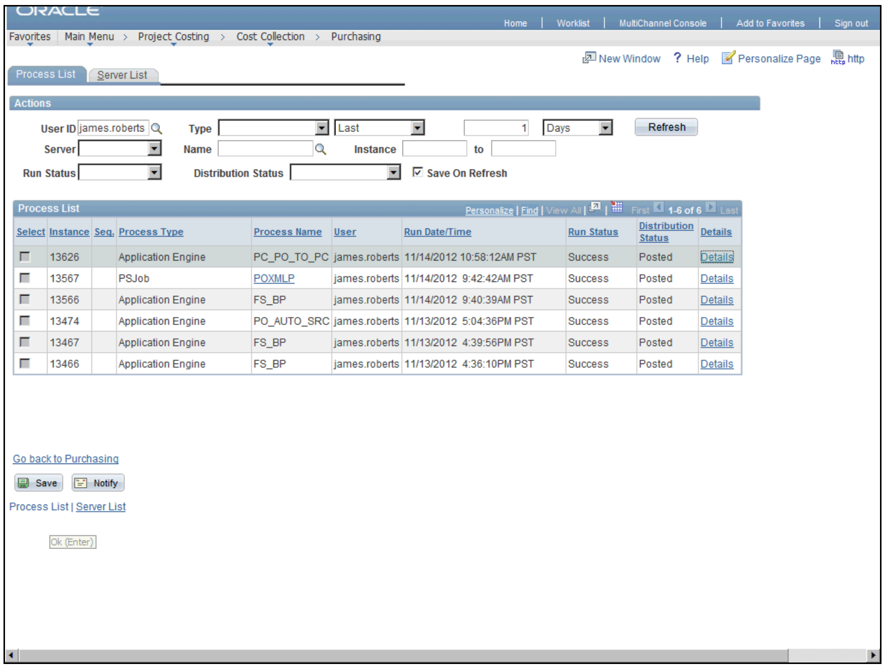
Step	Action
9.	Click the **Business Unit/Project** list. 
10.	Enter the desired information into the **Business Unit** field. For this example, enter "**MDJUD**".
11.	Enter the desired information into the **Project** field. Enter "**10SJITEEN-G08A5**" to collect purchasing transactions for that project.
12.	Click the **Run** button. 



Step	Action
13.	Click the **OK** button. OK
14.	Click the **Process Monitor** link. Process Monitor



Step	Action
15.	Click the **Refresh** button and once the run status shows successful, review the details and message log to verify that transactions were collected into Project Costing. Refresh



Step	Action
16.	Click the **Go back to Purchasing** link. Go back to Purchasing
17.	You have successfully completed *Running Purchasing Costs into Project Costing.* You have learned how to: - Collect purchasing costs into Project Costing. **End of Procedure.**

4.1.2 Reviewing Purchasing Costs for a Project

Once you have run the Cost Collection process for purchasing costs, you may need to review or validate the purchasing information (i.e., requisitions and purchase order information) in Project Costing.

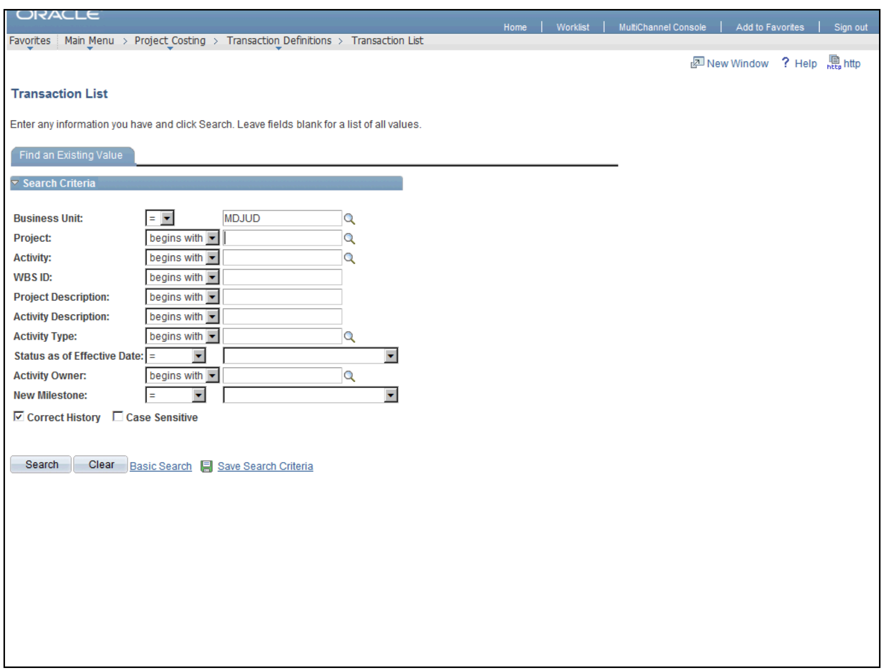
After completing this topic, you will be able to:

- Verify that purchasing costs were "collected" in Project Costing
- View the costs associated with requisitions and purchase orders created against a project in Project Costing

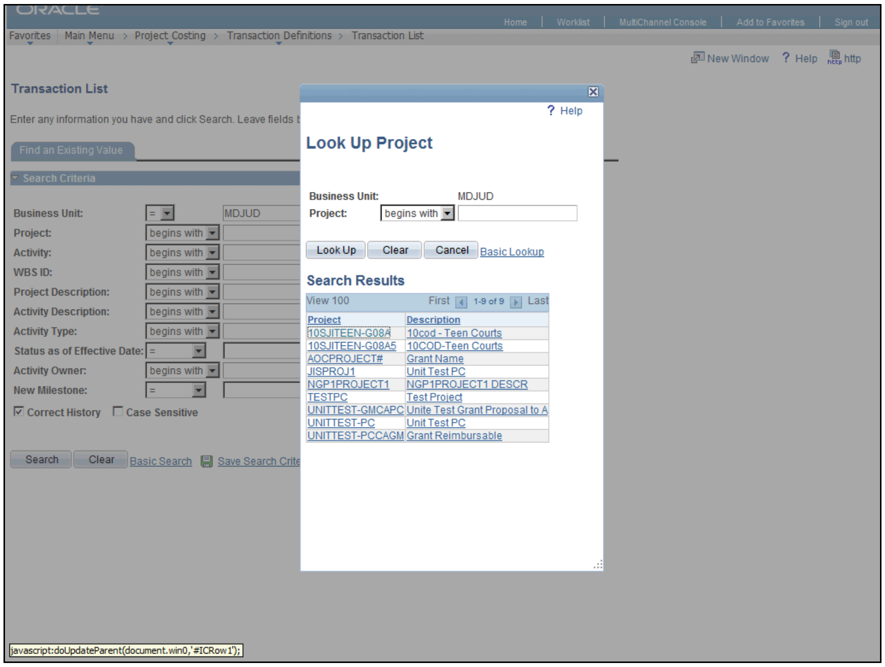
Procedure

In this topic, the process of collecting purchasing costs into Project Costing will be reviewed and validated.

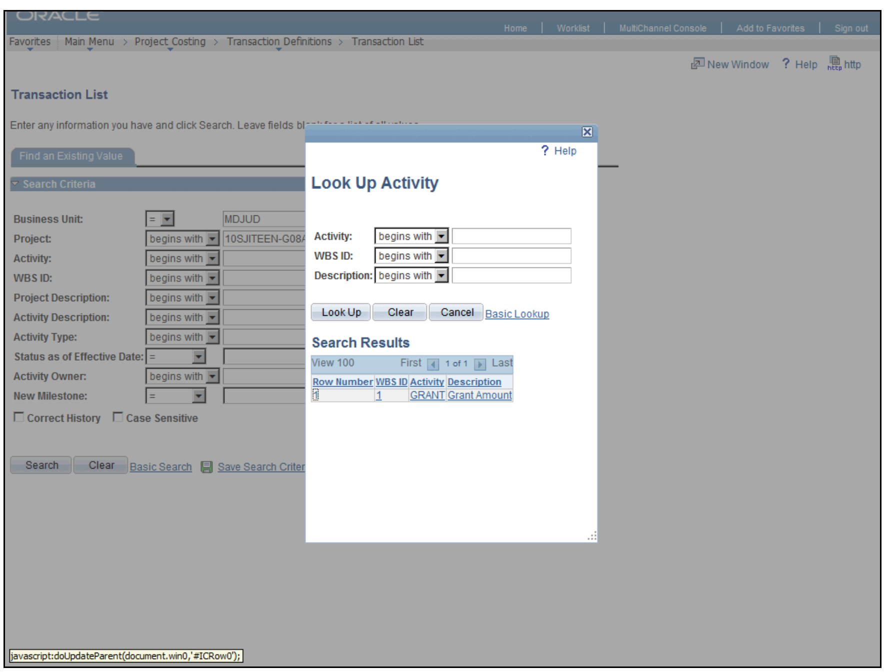
Step	Action
1.	Begin by navigating to the **Transaction List** page. Click the **Project Costing** link. Project Costing
2.	Click the **Transaction Definitions** link. Transaction Definitions
3.	Click the **Transaction List** link. Transaction List



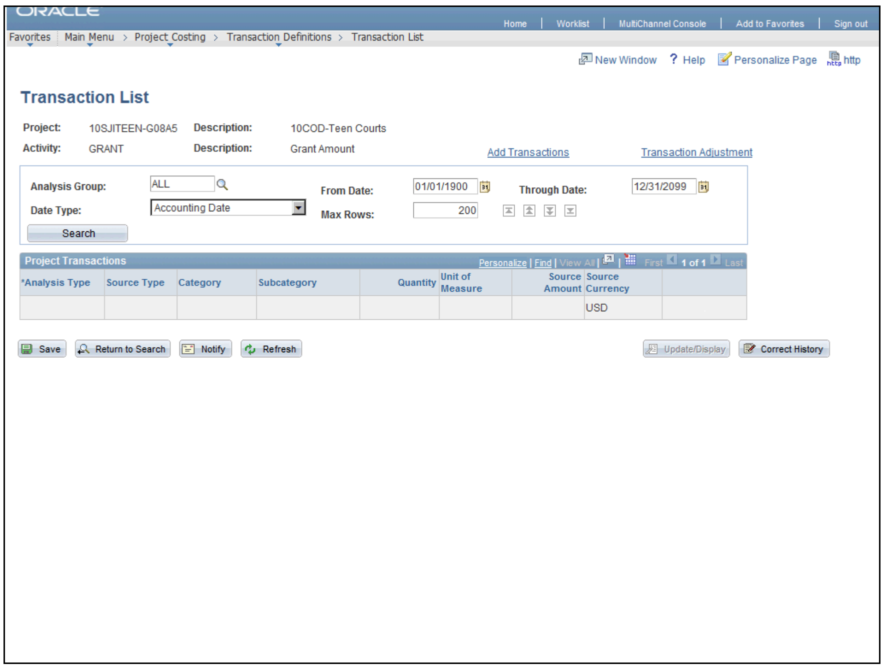
Step	Action
4.	Click the **Look up Project (Alt+5)** button.



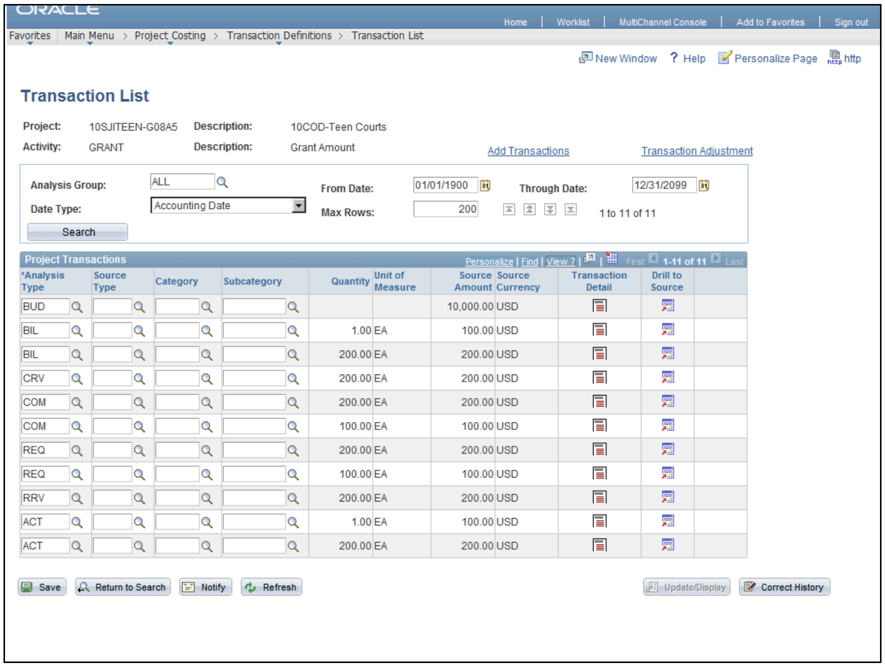
Step	Action
5.	Click the **10SJITEEN-G08A5** link or project used in cost collection. 10SJITEEN-G08A5
6.	Click the **Look up Activity (Alt+5)** button.



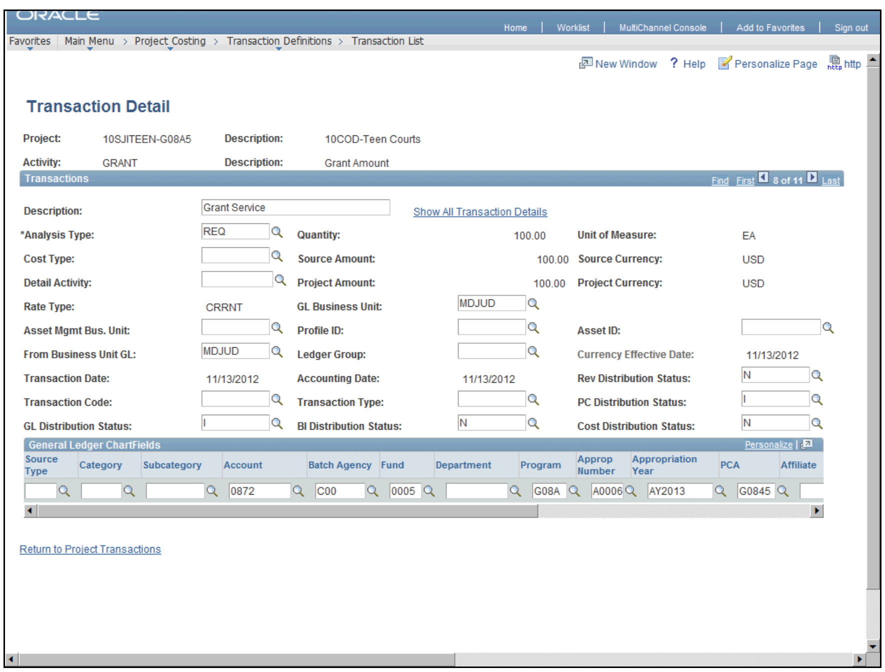
Step	Action
7.	Click the **GRANT** link. GRANT
8.	Click the **Search** button. Search



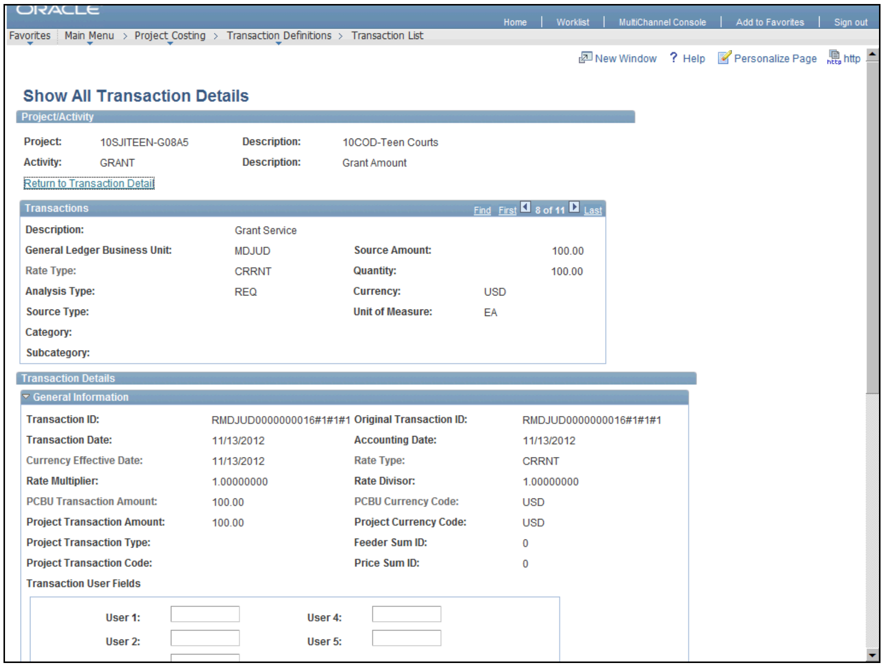
Step	Action
9.	Click the **Search** button. The **Analysis Group**, **From Date** and **Through Date** must be populated prior to the Search. Focus on the REQ, COM RRV, CRV analysis types. Search
10.	Click the **View All** link if there are more than 10 rows. View All



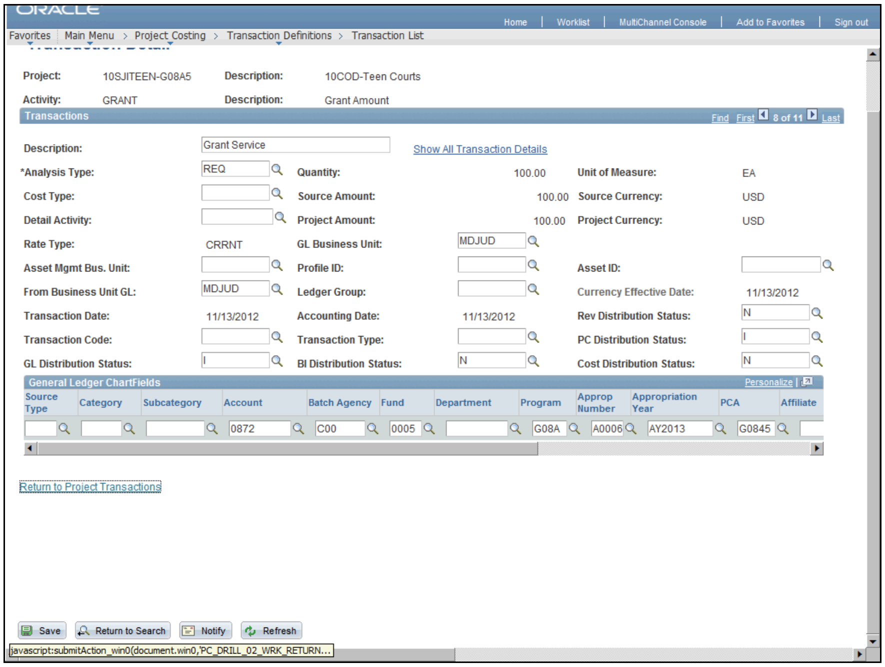
Step	Action
11.	Click the **Transaction Detail** button to review additional information related to the transaction. 



Step	Action
12.	Click the **Show All Transaction Details** link. Show All Transaction Details



Step	Action
13.	Move the scrollbar down.
14.	Click the **Expand section** button. 



Step	Action
15.	Verify the transaction details. Click the **Return to Project Transactions** link. Return to Project Transactions
16.	You have successfully completed *Validating Purchasing Costs in Project Costing*. You have learned how to: - Verify and validate the purchasing costs collected into project costing. **End of Procedure.**

4.2 Collecting Payables Costs into Project Costing

Lesson Overview:

GEARS Project Costing integrates with Payables to track and collect expenses associated with vouchers entered for vendor payment. In this lesson, you will learn how to collect Payables voucher transactions into Project Costing and how to review voucher transactions once they are established in Project Costing.

Lesson Objectives:

After completing this lesson, you will be able to:

- Collect Payables into Project Costing
- View Payables voucher information in Project Costing

4.2.1 Collecting Payables Costs into Project Costing

After vouchers are approved and posted in GEARS Payables, you can load the approved vouchers into Project Costing. In this topic, the voucher previously created and posted will be collected into project costing.

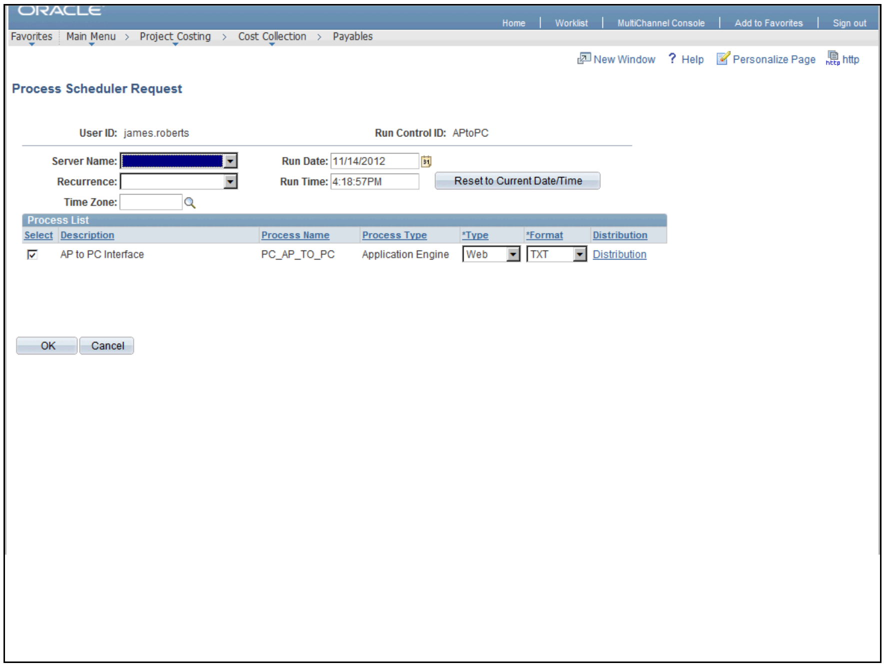
After completing this topic, you will be able to:

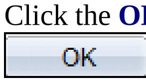
- Collect a voucher transaction into project costing

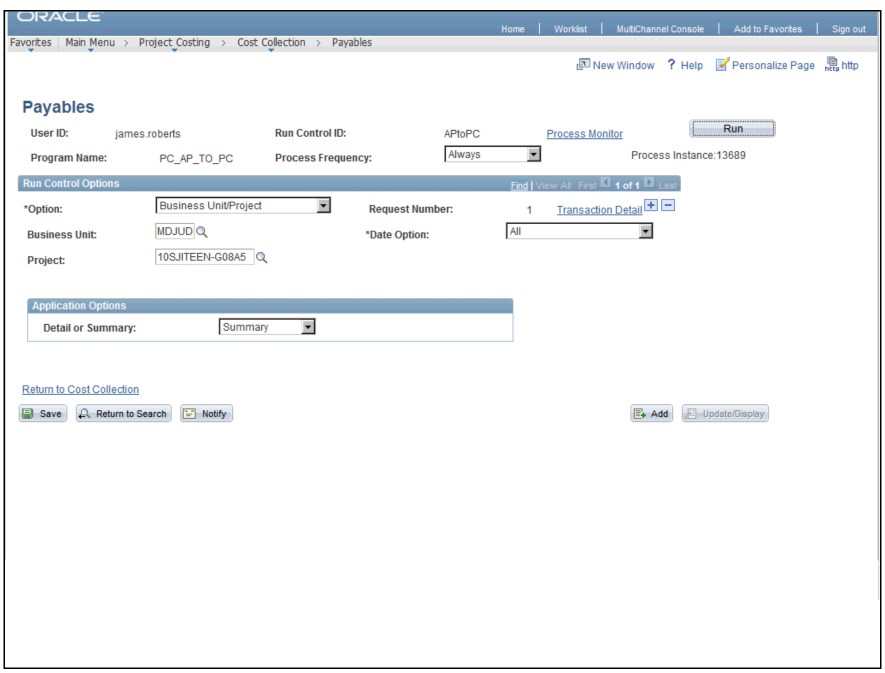
Procedure

In this topic, you will collect all transactions that have been posted in Payables for a specific project.

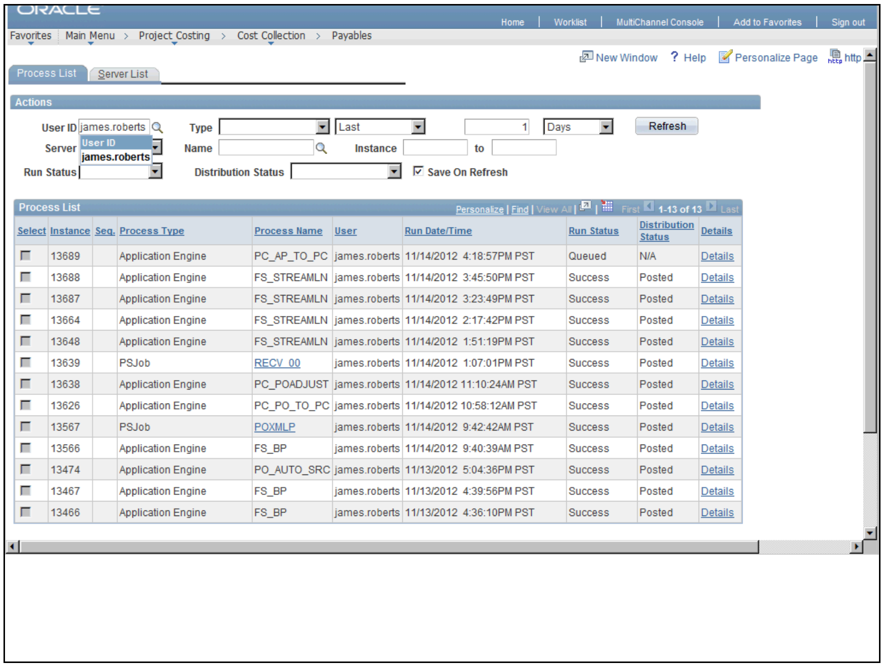
Step	Action
1.	Begin by navigating to the **Payables** page. Click the **Project Costing** link. Project Costing
2.	Click the **Cost Collection** link. Cost Collection
3.	Click the **Payables** link. Payables
4.	Click the **Add a New Value** tab. Add a New Value
5.	Enter the desired information into the **Add** field. Enter "**APtoPC**".
6.	Click the **Add** button. Add
7.	Click the **Option** list. All
8.	Click the **Business Unit/Project** list item. Business Unit/Project
9.	Enter the desired information into the **Business Unit** field. Enter "**MDJUD**".
10.	Enter the desired information into the **Project** field. Enter "**10SJITEEN-G08A5**" to collect payables transactions for that project.
11.	Click the **Run** button. Run



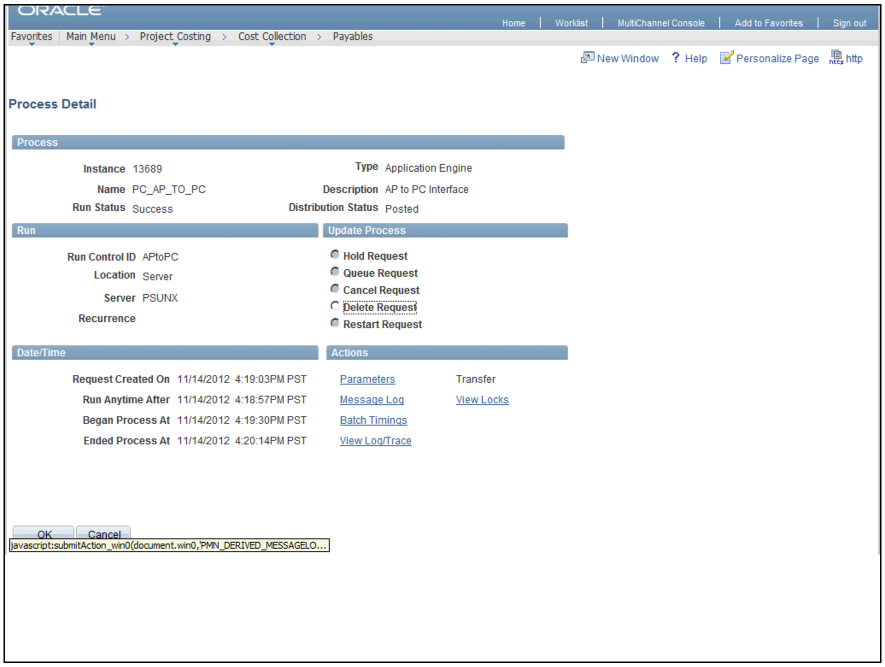
Step	Action
12.	Click the **OK** button. 



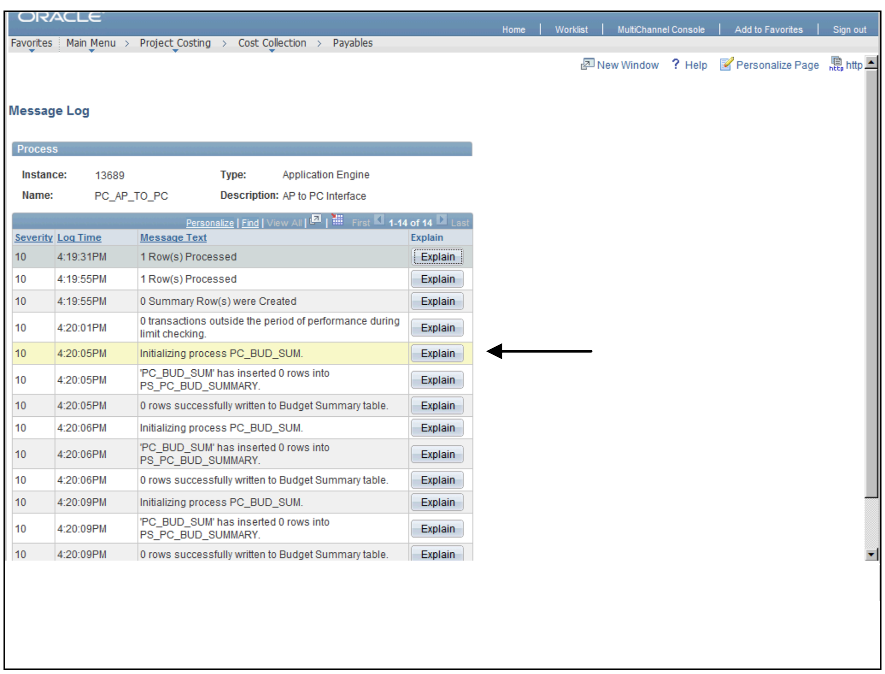
Step	Action
13.	Click the **Process Monitor** link. Process Monitor



Step	Action
14.	Click the **Refresh** button. Refresh
15.	Click the **Details** link once the Run Status displays "Success". Details



Step	Action
16.	Click the **Message Log** link to verify that transactions were collected into Project Costing. Message Log



Step	Action
17.	Review the Message Log.
18.	You have successfully completed *Collecting Payables into Project Costing.* You have learned how to: - Collect a voucher into Project Costing **End of Procedure.**

4.2.2 Reviewing Payables Costs for a Project

Use the **Vouchers by Activity** page to view the resource (voucher) transactions from a specific project and activity that contain a voucher ID. These transactions could carry different **Analysis Types** depending on their status. For example, a transaction with an Analysis Type of 'BIL' could have been created from a voucher that was priced into a BIL row. The rows with 'ACT' Analysis Type are the actual Project Expenditure (Payables) transactions.

In this topic, voucher transactions previously created against a project activity will be viewed in project costing

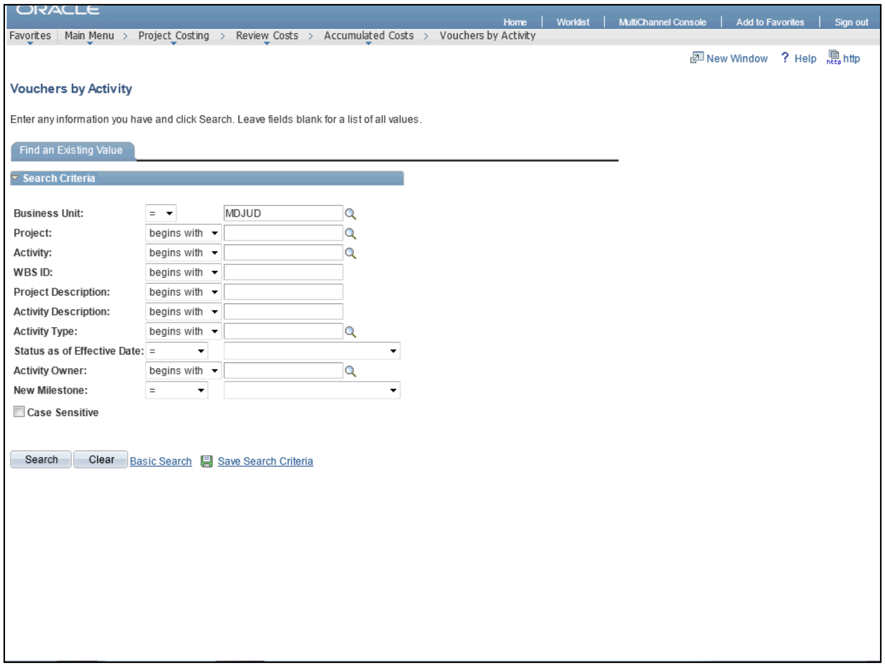
After completing this topic, you will be able to:

- Validate that vouchers charged to a project have been collected into project costing

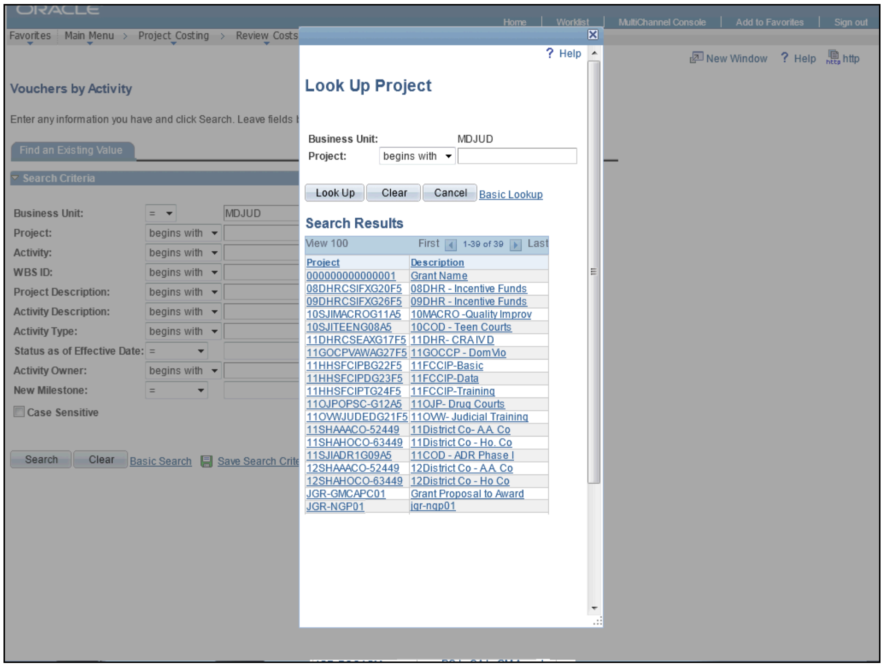
Procedure

In this topic, voucher transactions previously created against a project activity will be viewed in Project Costing.

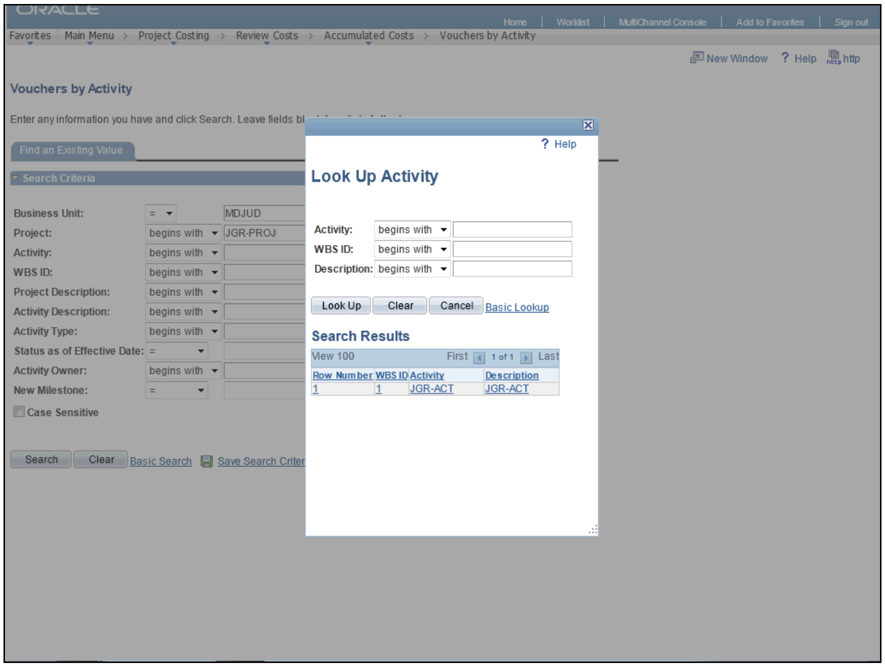
Step	Action
1.	Begin by navigating to the **Vouchers By Activity** page. Click the **Project Costing** link. Project Costing
2.	Click the **Review Costs** link. Review Costs
3.	Click the **Accumulated Costs** link. Accumulated Costs
4.	Click the **Vouchers by Activity** link. Vouchers by Activity



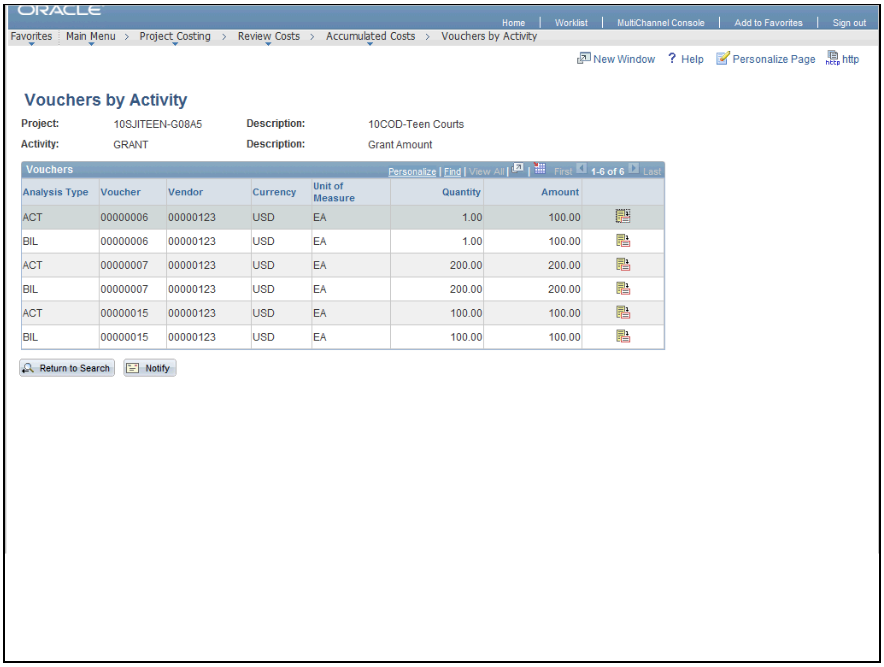
Step	Action
5.	The **Vouchers By Activity** search page displays. Verify that the **Business Unit** field displays "MDJUD".
6.	Enter search criteria to narrow your search results. Click the **Look up Project** button. 



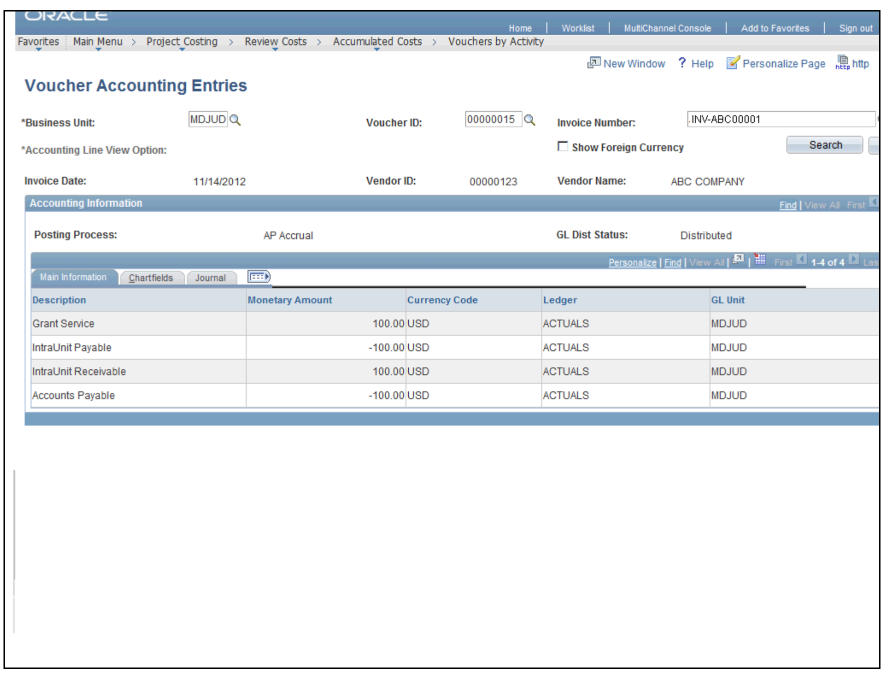
Step	Action
7.	The **Look Up Project** window displays. Click the **JGR-NGP01**, or the project used in the payables cost collection process. Click the project link. NOTE: You may need to enter criteria to narrow the search results. JGR-NGP01
8.	Click the **Look up Activity (Alt+5)** button. 



Step	Action
9.	The **Look Up Activity** window displays with the activity (ies) established for the selected project. Click the activity link. JGR-ACT
10.	Click the **Search** button. Search
11.	The **Vouchers by Activity** page displays all of the Vouchers associated with the selected project/activity. In this example, there are 6 vouchers created that reference the selected project/activity.



Step	Action
12.	Click the **Voucher Accounting Entries** button.



Step	Action
13.	Verify that the data is correct.
14.	You have successfully completed *Reviewing Payables Costs for a Project*. You have learned how to: - Navigate through the Vouchers by Activity page. **End of Procedure.**

Lesson 5: Running Project Costing Reports and Inquiries

Lesson Overview:
GEARS Project Costing provides several different ways to analyze project data.

Once you establish a project and enter data directly though interfaces with other GEARS applications, you can use the pages in Project Costing to view a list of all projects, display real-time project information that is pulled from the project summary tables, and display all resource transactions for a selected project.

This lesson discusses the inquiry and report options that you can use to view, monitor and analyze project activity.

Lesson Objectives:
After completing this lesson, you will be able to:

- Use the **Flexible Analysis** inquiry pages
- Use **Manager Transaction** inquiry pages
- Generate **Transaction Level** report

5.1 Using the Flexible Analysis Inquiry Pages

The **Flexible Analysis** page provides a view of activity costs based on the analysis groups that are specified in a flexible analysis template. Use the **Flexible Analysis** page to view one data item at a time, such as costs by project.

After completing this topic, you will be able to:

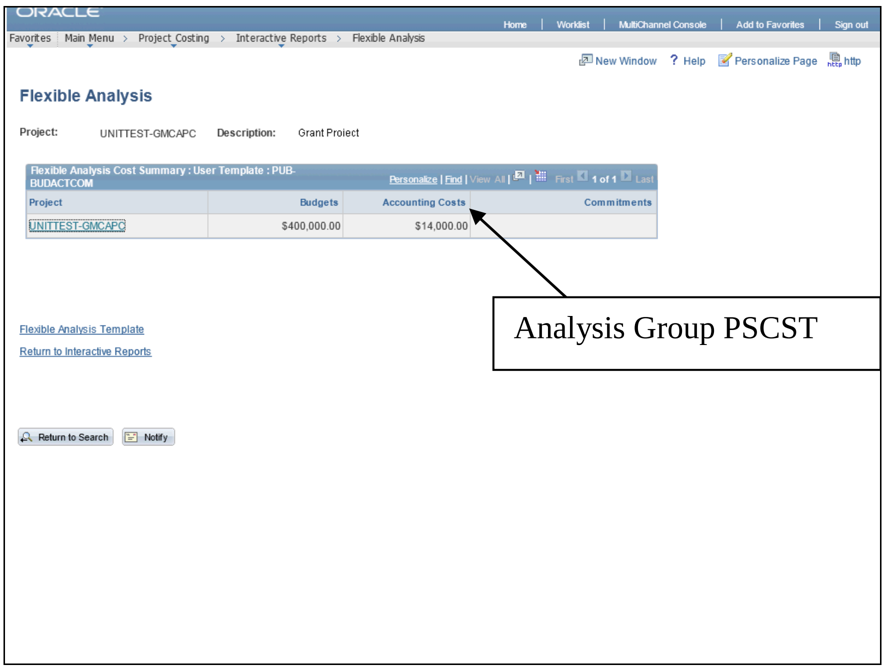
- Use the **Flexible Analysis** page to view and analyze project data

Procedure

In this topic, you will view Project Costing information using the **Flexible Analysis** pages.

Step	Action
1.	Begin by navigating to the **Flexible Analysis** page. Click the **Project Costing** link. Project Costing
2.	Click the **Interactive Reports** link. Interactive Reports
3.	Click the **Flexible Analysis** link. Flexible Analysis
4.	Click the **Look up Project (Alt+5)** button.

Step	Action
5.	Select the project previously created. For this example, click **UNITTEST-GMCAPC** link. UNITTEST-GMCAPC
6.	Click the **Search** button. The Flexible Analysis Template needs to exist prior to the Search. The Analysis groups are BUD, PSCST, and COM. Search



Step	Action
7.	The **Flexible Analysis** page displays. The Flexible Analysis cost summary for the project entered displays, including total budget established for the project, accounting costs and project commitments.
8.	Use the project link on the **Project** column to view details recorded for the project.
9.	You have successfully completed the *Using the Flexible Analysis Inquiry Page* topic. You have learned how to: - Use the **Flexible Analysis** inquiry page to view project cost information. **End of Procedure.**

5.2 Using the Manager Transaction Review Inquiry Pages

Project managers can also use the **Manager Transaction Review** inquiry page to search for and review details related to projects they manage. On the **Manager Transaction Review** page, project managers can enter search criteria to filter project transactions to review. Once the project is identified, you can review cost, revenue and billing transaction data for your contract lines.

NOTE: You can review billing and cost-sharing information for grant projects. Non-grant projects should not have these types of transactions.

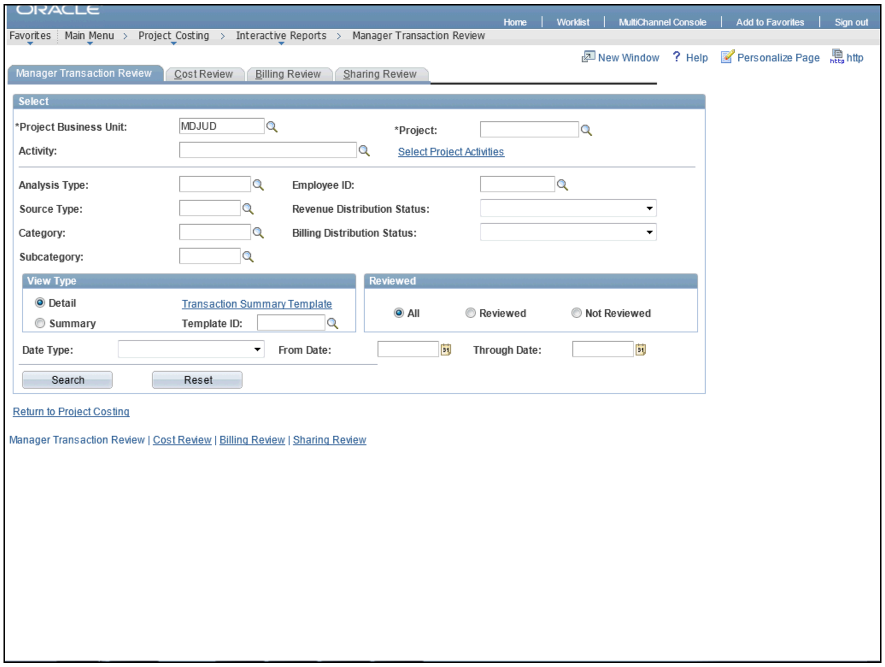
After completing this topic, you will be able to:

- Use the **Manager Transaction Review** inquiry page to view and analyze project data.

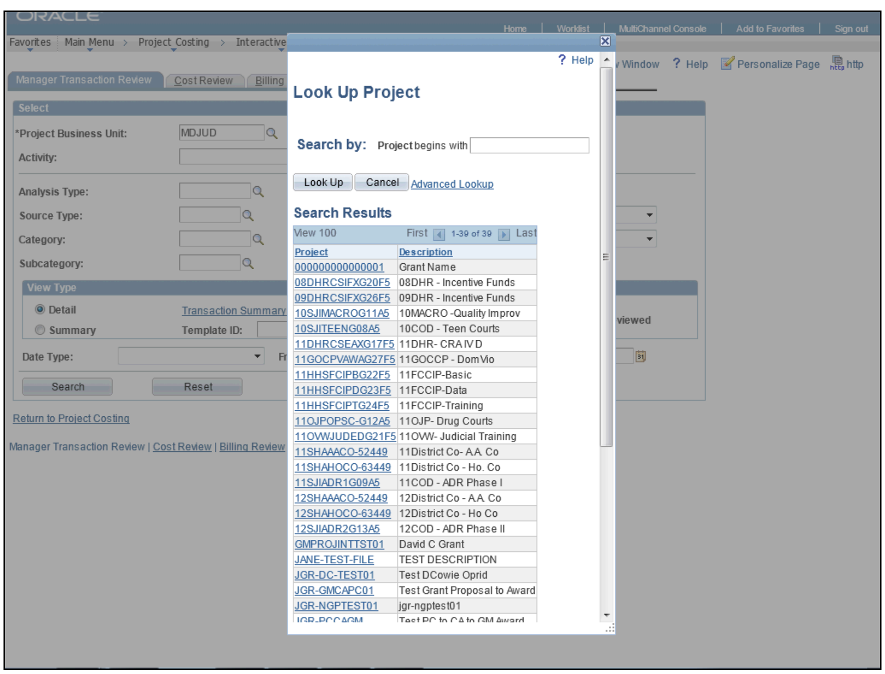
Procedure

In this topic, you will use the **Manager Transaction Review** inquiry pages to view transactions created using project funding.

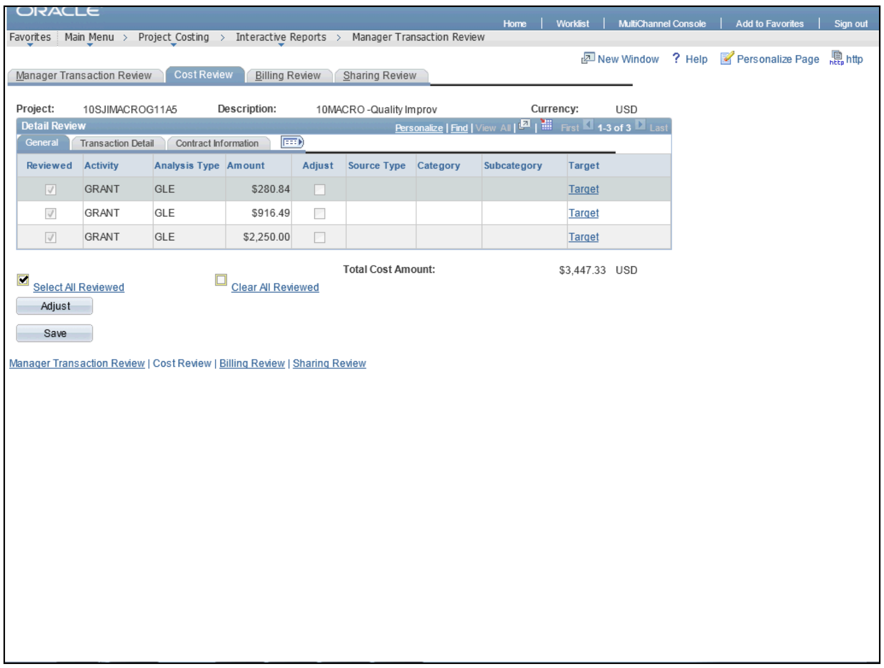
Step	Action
1.	Begin by navigating to the **Manager Transaction Review** inquiry page. Click the **Project Costing** link. Project Costing
2.	Click the **Interactive Reports** link. Interactive Reports
3.	Click the **Manager Transaction Review** link. Manager Transaction Review



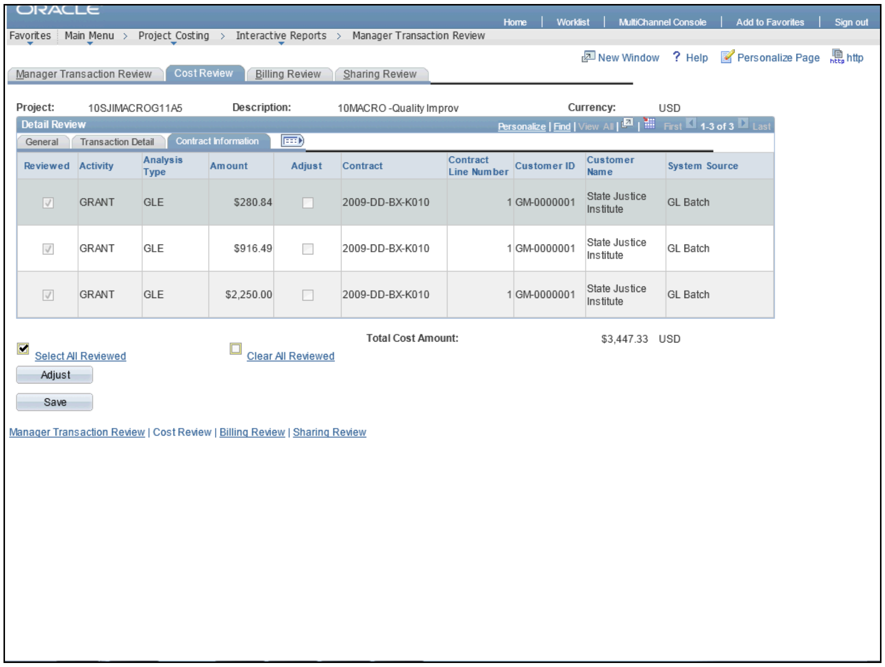
Step	Action
4.	Select a project ID that you want to review. Click the **Look up Project** button. 



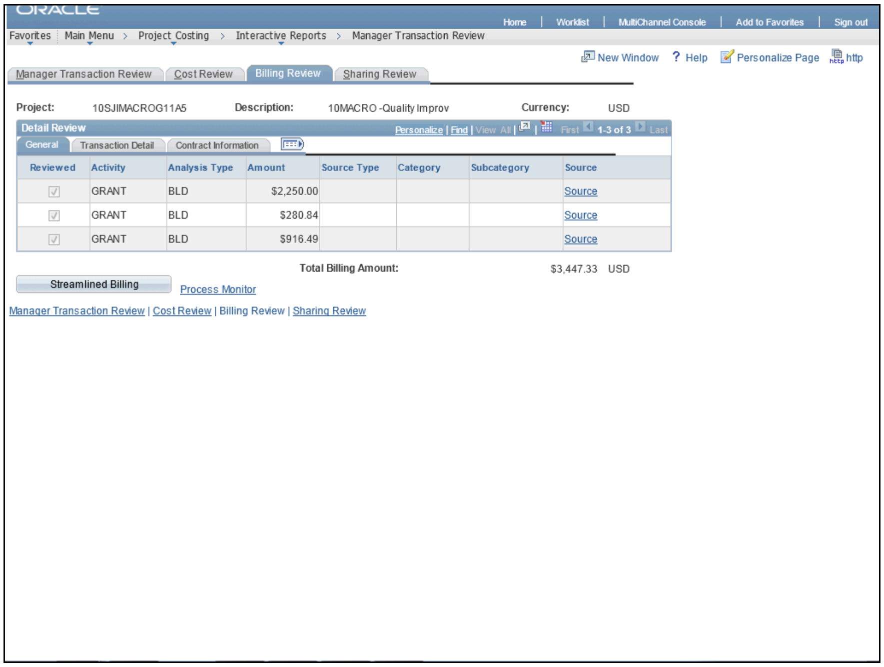
Step	Action
5.	Click the project you want to review. 10SJIMACROG11A5
6.	Click the **Search** button. Search



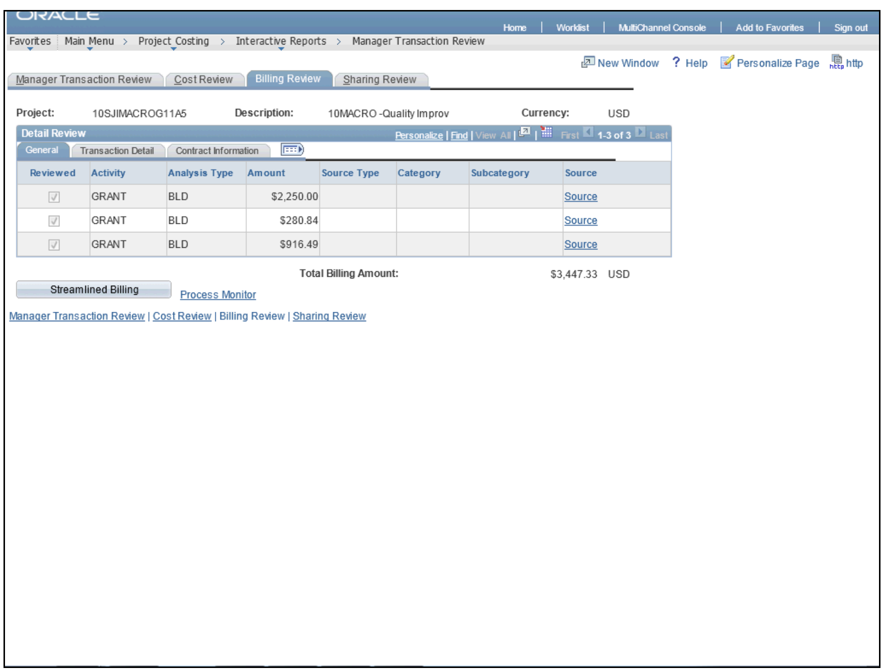
Step	Action
7.	The **Cost Review** tab displays with cost information about the project selected. The **Cost Review** tab displays revenue, billing, and cost transaction data for your contract lines.
8.	On the **General** tab in the **Detail Review** section, the amount for each transaction is listed.
9.	Click the **Transaction Detail** tab. Transaction Detail
10.	The **Transaction Detail** tab displays the **Billing Status** of each transaction.
11.	Click the **Contract Information** tab. Contract Information



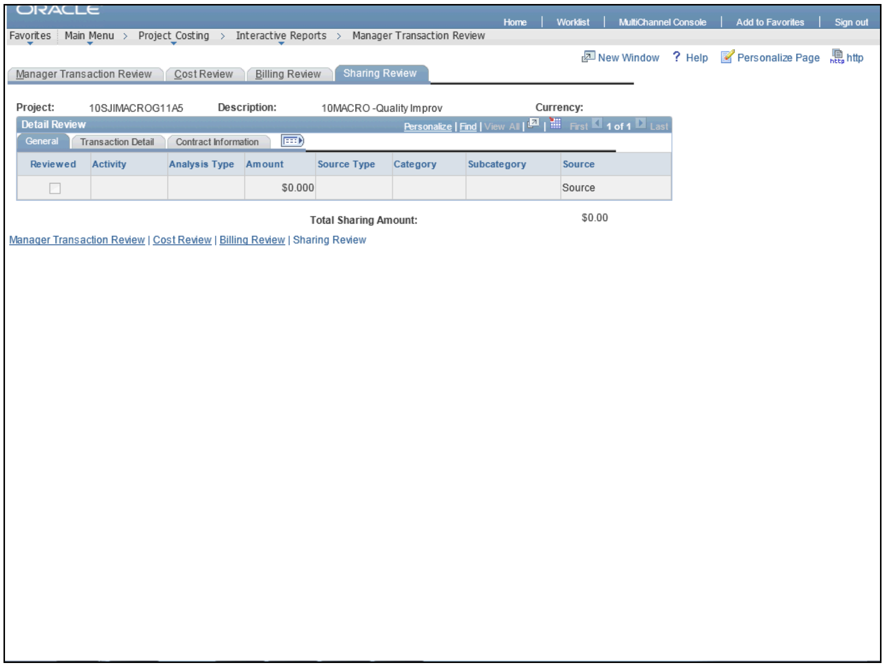
Step	Action
12.	The **Contract Information** tab displays. Review the contract line, customer, and system source associated with each transaction.
13.	Click the **Billing Review** tab to view Billing transactions for grant projects, if applicable. **NOTE:** This tab is not applicable for non-grant non-billable projects. Non-grant projects should not have any "BIL" analysis type transactions. Only grant projects will have "BIL" analysis type transactions.



Step	Action
14.	The **Billing Review** tab displays. Review the transaction details and contract information on the corresponding tabs in the **Detail Review** section.



Step	Action
15.	Click the **Sharing Review** tab to view cost sharing transaction information for the grant project, if applicable. **NOTE:** This is not applicable for non-grant non-billable projects. Non-grant projects will not have any "BIL" or "SHR" (Cost Sharing) analysis type transactions. 



Step	Action
16.	The **Sharing Review** tab displays. This tab displays detailed or summarized grant project-sharing transactions. Review transaction and contract line information on the corresponding tabs in the **Detail Review** section.
17.	Click the **Manager Transaction Review** tab to select another project to review. 
18.	You have successfully completed the *Using the Manager Transaction Review Inquiry Pages* topic. You have learned how to: - Review project transactions on the Manager Transaction Review inquiry pages **End of Procedure.**

5.3 Running the Transaction Level Report

The **Transaction Level** report provides a list of the activity type and activity ID for transactions for all projects or specified projects for the business unit (MDJUD), and optionally for a specific date range or budget, cost, and revenue analysis group.

To generate the **Transaction Level** report, there are 3 steps:

1. Run the **Refresh Summary Tables** process to clear the **Project Transaction Reporting** table.
2. Run the **Report Options (Report Summarization)** process used to populate the **Project Transaction Reporting** table, which is then used to generate the **Transaction Level** report. This process automatically summarizes the following fields for all rows in the **Project Transaction** table: business unit (MDJUD), project ID, activity ID, analysis type, and currency code.
3. Run the **Transaction Level Report** process to generate the report.

After completing this topic, you will be able to:

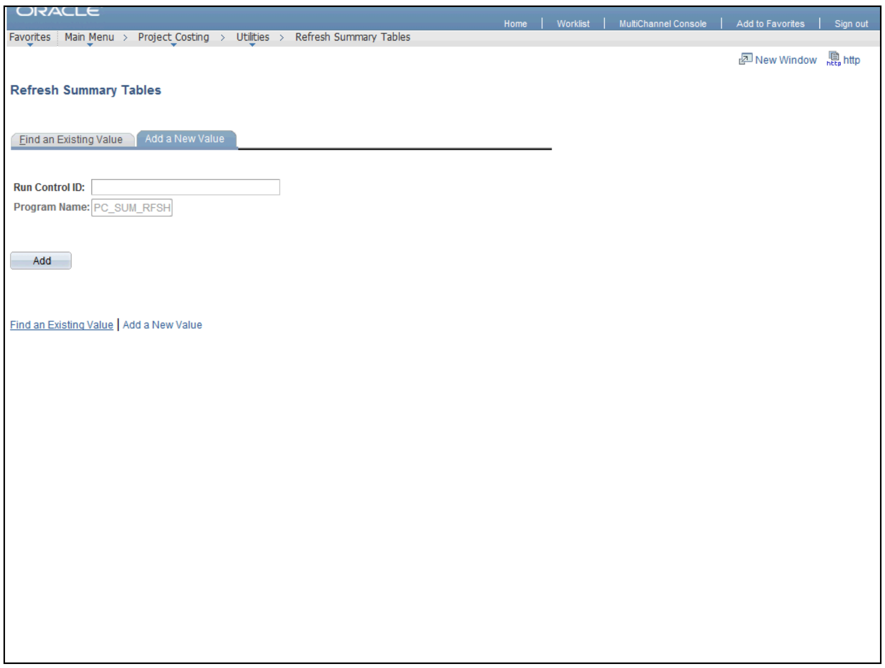
- Refresh the summary report tables by running the **Refresh Summary Tables** process
- Run the **Reporting Options (Report Summarization)** process to populate the report table for the **Transaction Level** report
- Generate the **Transaction Level** report

Procedure

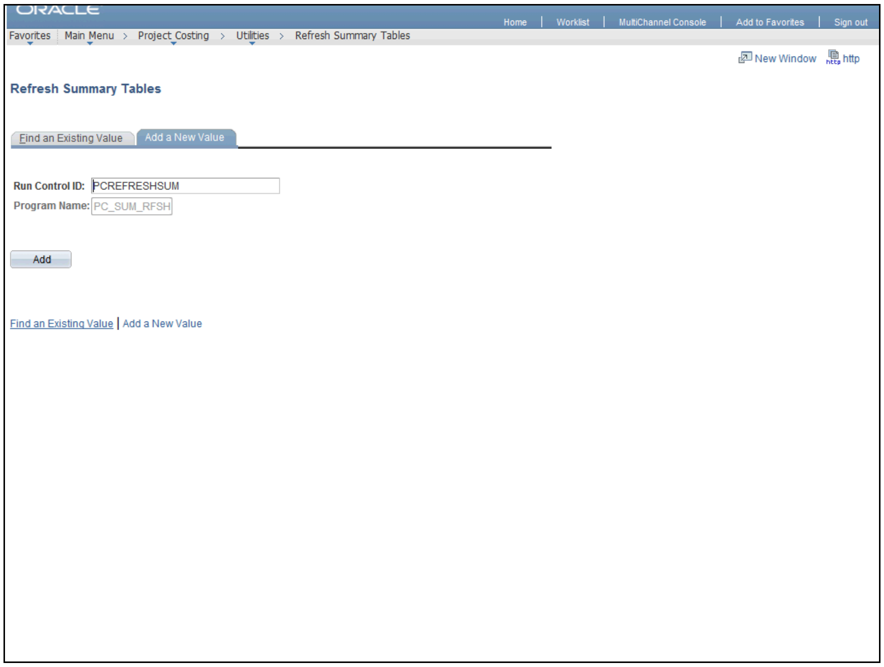
In this topic, you will run the **Refresh Summary Tables** and the **Reporting Options** process to populate the summary report tables used to generate the **Transaction Level** report. You will then generate the **Transaction Level** report.

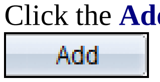
Step	Action
1.	Begin by navigating to the **Refresh Summary Tables** page. Click the **Project Costing** link. Project Costing
2.	Click the **Utilities** link. Utilities
3.	Click the **Refresh Summary Tables** link. Refresh Summary Tables

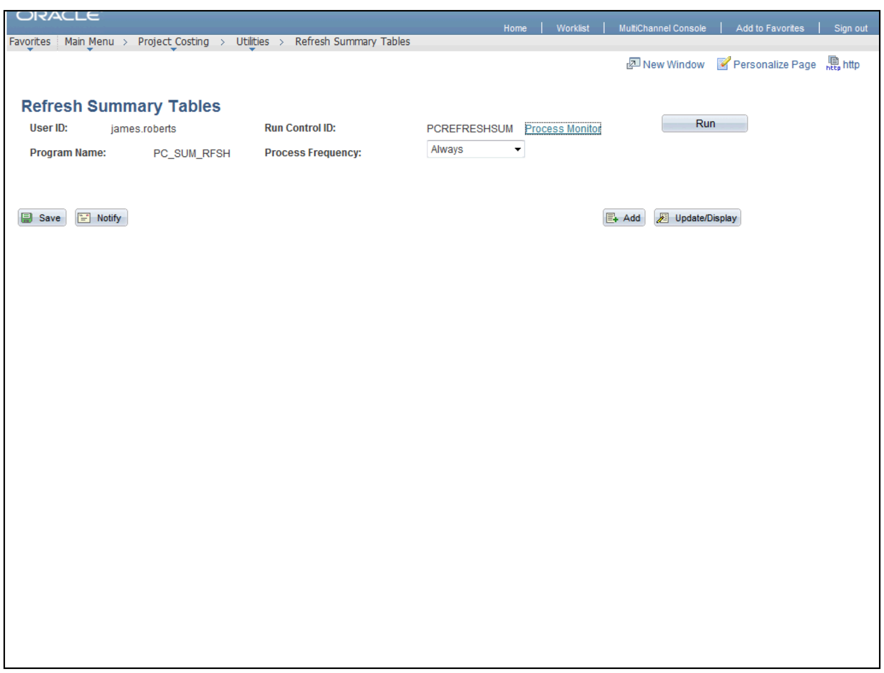
Step	Action
4.	The **Refresh Summary Tables** run control search page displays. **NOTE:** Once you have created a run control for the **Refresh Summary Tables** process, you can search for it on the **Find and Existing Value** tab and use it to run the process at any time. Click the **Add a New Value** tab. 



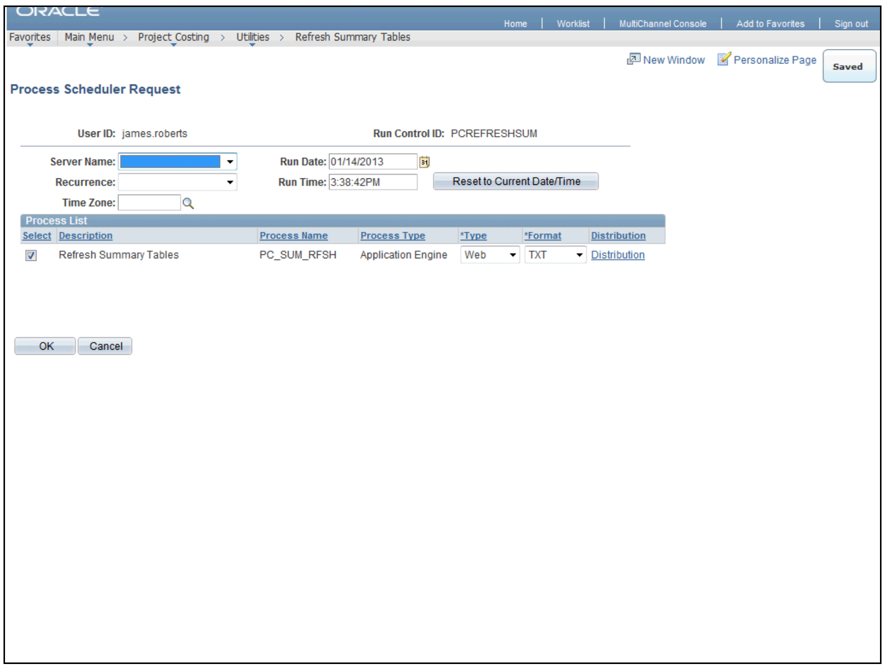
Step	Action
5.	The **Add a New Value** tab displays. Enter a run control into the **Run Control ID** field.



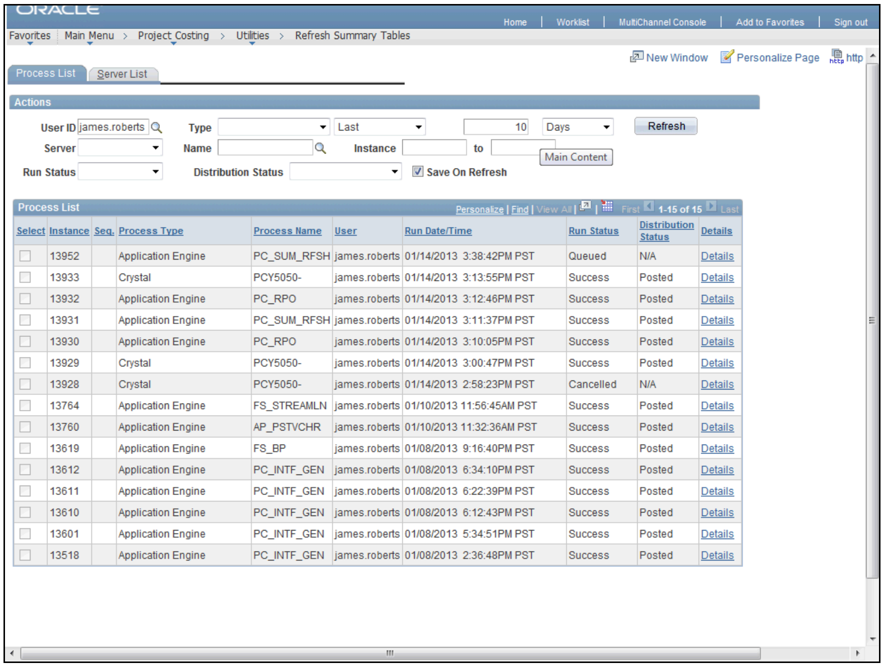
Step	Action
6.	Click the **Add** button. 



Step	Action
7.	The **Refresh Summary Tables** run control page displays. There are no process request parameters for this run control. Click the **Run** button. Run

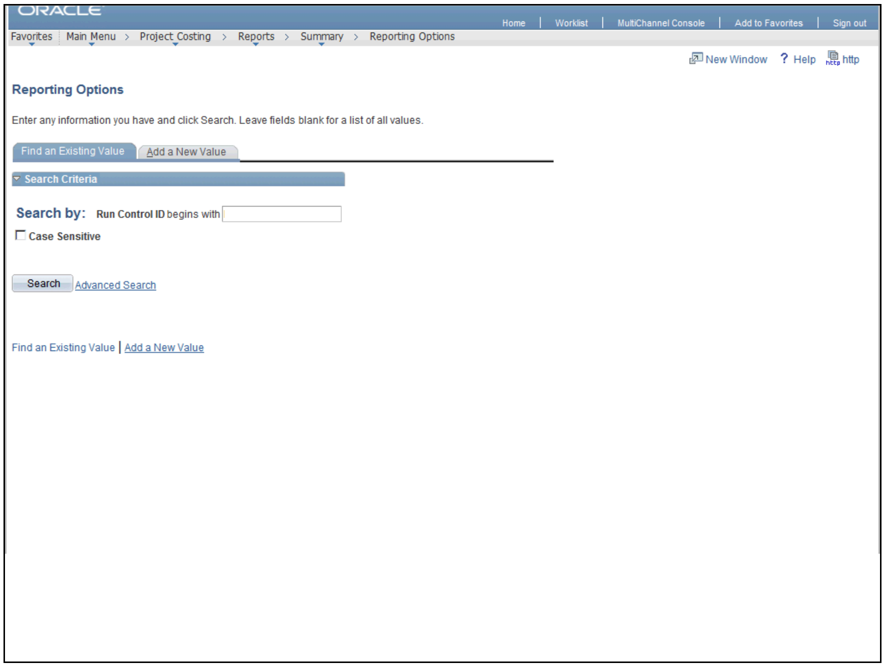


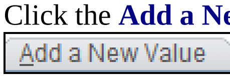
Step	Action
8.	The **Process Request Scheduler** page displays. Verify that the **Refresh Summary Tables** process is selected in the **Process List** section.
9.	Click the **OK** button. OK
10.	Take note of the Process Instance number displayed in the top right corner of the run control page.
11.	Click the **Process Monitor** link. Process Monitor

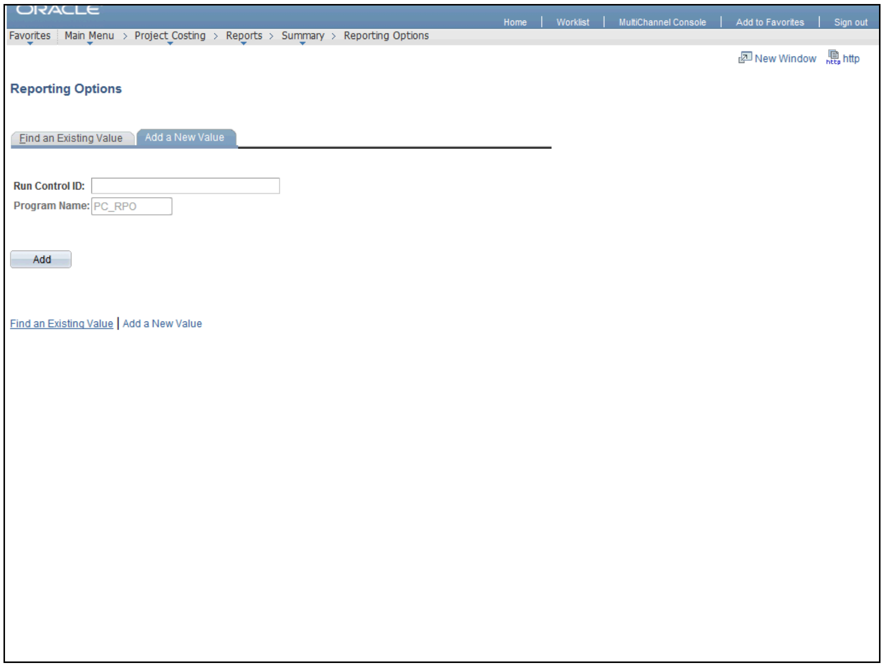


Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	13952		Application Engine	PC_SUM_RFSH	james.roberts	01/14/2013 3:38:42PM PST	Queued	N/A	Details
	13933		Crystal	PCY5050-	james.roberts	01/14/2013 3:13:55PM PST	Success	Posted	Details
	13932		Application Engine	PC_RPO	james.roberts	01/14/2013 3:12:46PM PST	Success	Posted	Details
	13931		Application Engine	PC_SUM_RFSH	james.roberts	01/14/2013 3:11:37PM PST	Success	Posted	Details
	13930		Application Engine	PC_RPO	james.roberts	01/14/2013 3:10:05PM PST	Success	Posted	Details
	13929		Crystal	PCY5050-	james.roberts	01/14/2013 3:00:47PM PST	Success	Posted	Details
	13928		Crystal	PCY5050-	james.roberts	01/14/2013 2:58:23PM PST	Cancelled	N/A	Details
	13764		Application Engine	FS_STREAMLN	james.roberts	01/10/2013 11:56:45AM PST	Success	Posted	Details
	13760		Application Engine	AP_PSTVCHR	james.roberts	01/10/2013 11:32:36AM PST	Success	Posted	Details
	13619		Application Engine	FS_BP	james.roberts	01/08/2013 9:16:40PM PST	Success	Posted	Details
	13612		Application Engine	PC_INTF_GEN	james.roberts	01/08/2013 6:34:10PM PST	Success	Posted	Details
	13611		Application Engine	PC_INTF_GEN	james.roberts	01/08/2013 6:22:39PM PST	Success	Posted	Details
	13610		Application Engine	PC_INTF_GEN	james.roberts	01/08/2013 6:12:43PM PST	Success	Posted	Details
	13601		Application Engine	PC_INTF_GEN	james.roberts	01/08/2013 5:34:51PM PST	Success	Posted	Details
	13518		Application Engine	PC_INTF_GEN	james.roberts	01/08/2013 2:36:48PM PST	Success	Posted	Details

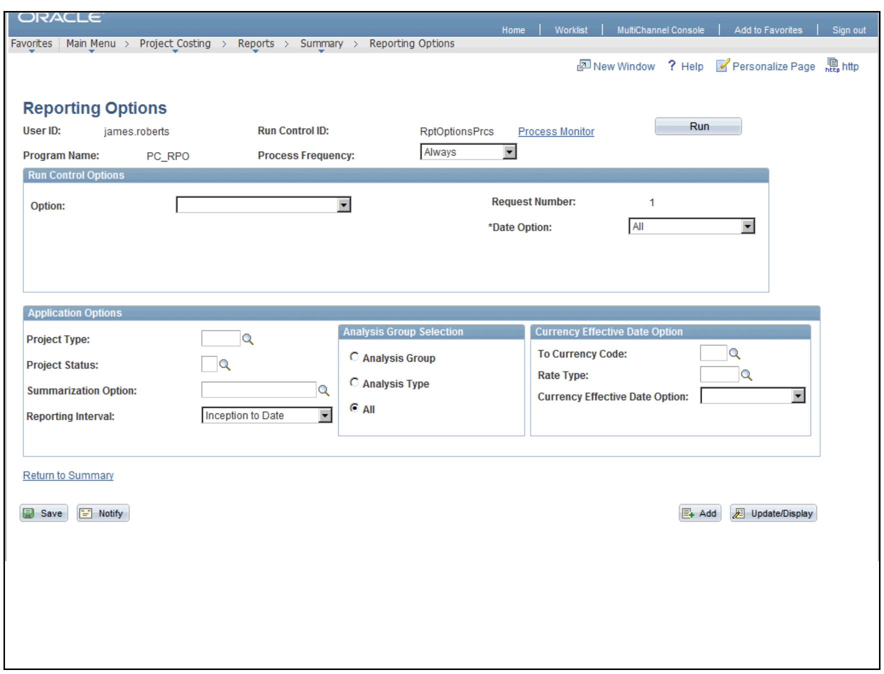
Step	Action
12.	The **Process Monitor - Process List** page displays. The process you ran is listed by process instance number in the **Process List** section.
13.	Click the **Refresh** button periodically until the **Run Status** displays "Success" and the **Distribution Status** displays "Posted". Refresh
14.	Click the **Go back to Refresh Summary Tables** link. Go back to Refresh Summary Tables
15.	Navigate to the **Reporting Options** run control page. Click the **Project Costing** drop-down menu button. Project Costing
16.	Click the **Reports** menu. Reports
17.	Click the **Summary** menu. Summary
18.	Click the **Reporting Options** menu. Reporting Options

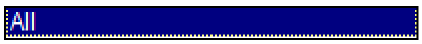
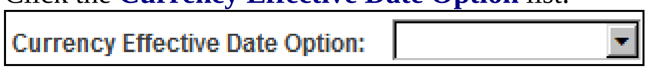
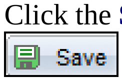
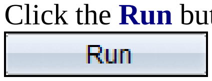


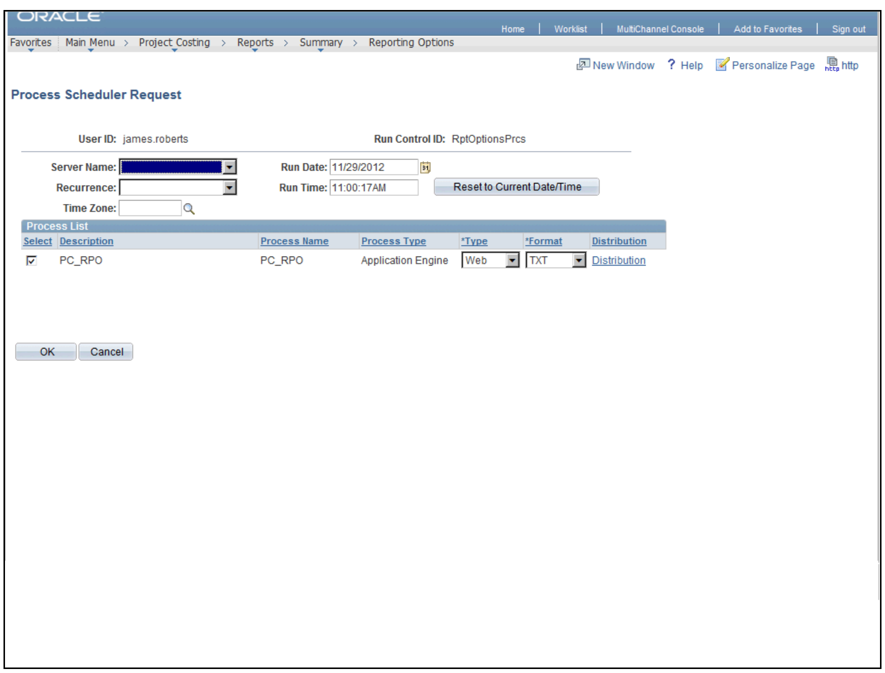
Step	Action
19.	The **Reporting Options** run control search page displays. **NOTE:** Once you have created a run control for the **Report Options** process, you can search for it on the **Find an Existing Value** tab and use it to run the process. For this example, you will create a new run control. Click the **Add a New Value** tab to create a new run control. 



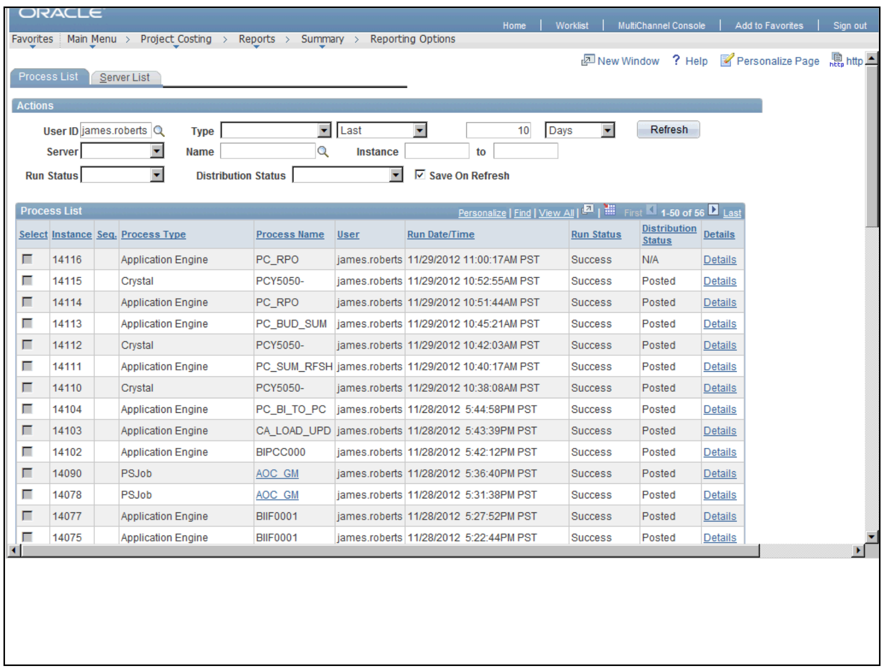
Step	Action
20.	The **Add a New Value** page displays. Enter a valid run control into the **Run Control ID** field.
21.	Click the **Add** button. Add



Step	Action
22.	The **Reporting Options** run control page displays. In the **Run Control Options** sections, click the **Option** list. 
23.	Click the **All** list item. 
24.	In the **Currency Effective Date Option** section, enter "**USD**" into the **To Currency Code** field.
25.	Enter "**CRRNT**" into the **Rate Type** field.
26.	Click the **Currency Effective Date Option** list. 
27.	Select the appropriate **Currency Effective Date** option. 
28.	Click the **Save** button. 
29.	Click the **Run** button. 

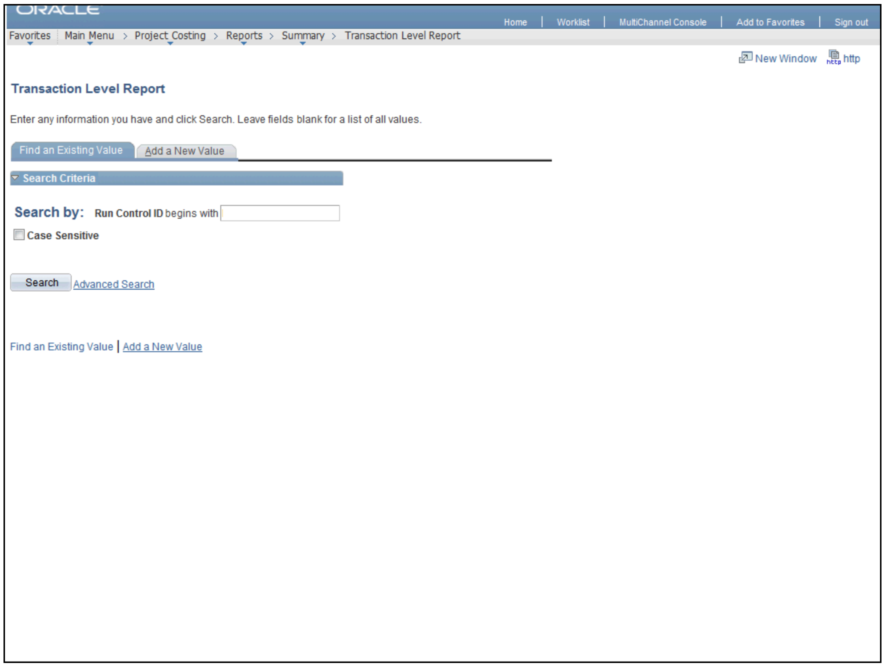


Step	Action
30.	The **Process Scheduler Request** page displays. Verify that the **PC_PRO** process is selected in the **Process List** section.
31.	Click the **OK** button. OK
32.	Take note of the **Process Instance** number displayed in the top right corner of the run control page.
33.	Click the **Process Monitor** link. Process Monitor

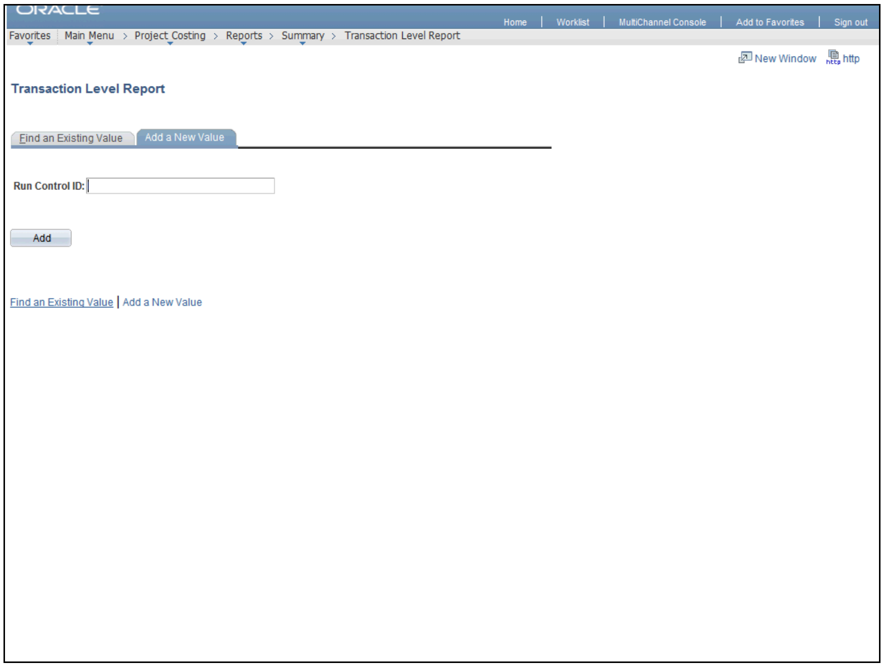


Step	Action
34.	The **Process Monitor - Process List** page displays. The process you ran is listed by process instance number in the **Process List** section.
35.	Click the **Refresh** button, periodically until the Run Status displays "Success" and the Distribution Status displays "Posted". Refresh
36.	Navigate to the **Transaction Level** report run control page. Click the **Summary** drop-down menu button. Summary

Step	Action
37.	Click the **Transaction Level Report** menu. Transaction Level Report

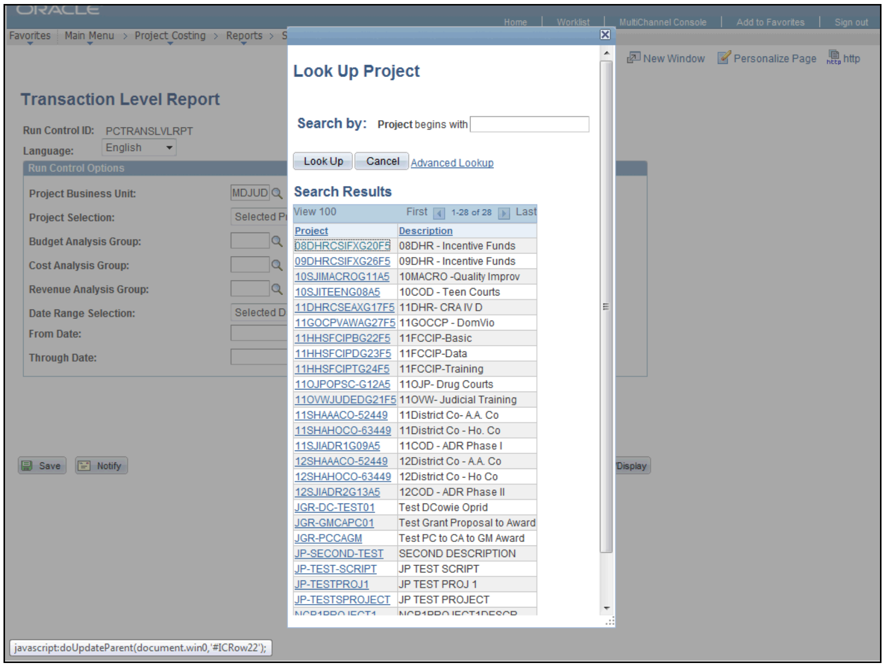


Step	Action
38.	The **Transaction Level Report** run control search page displays. **NOTE:** Use the **Find an Existing Value** tab to search for existing run control created to run the **Transaction Level Report** process. For this example, you will create a new run control. Click the **Add a New Value** tab to create a new run control. Add a New Value

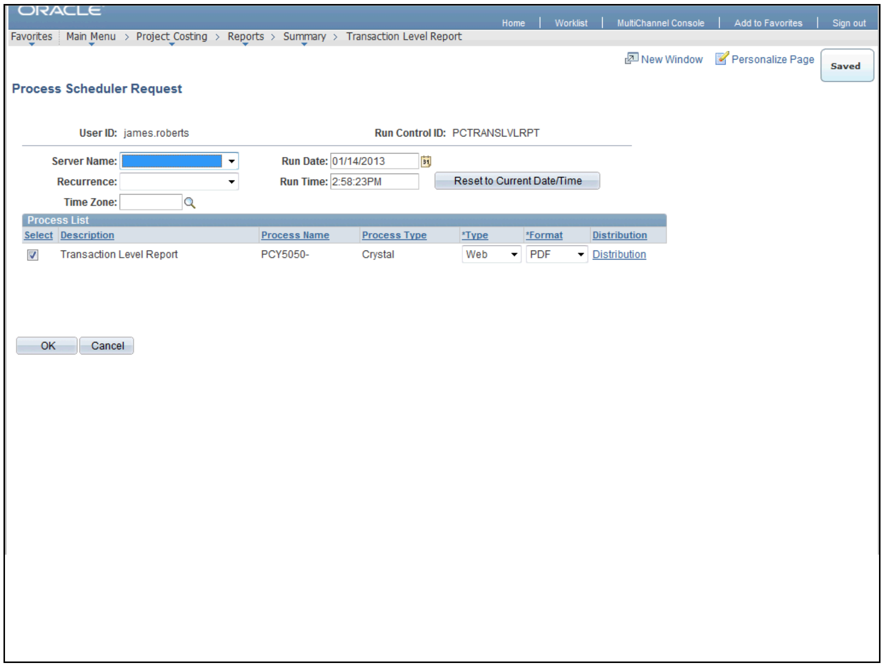


Step	Action
39.	The **Add a New Value** page displays. Enter a valid run control into the **Run Control ID** field.
40.	Click the **Add** button. Add

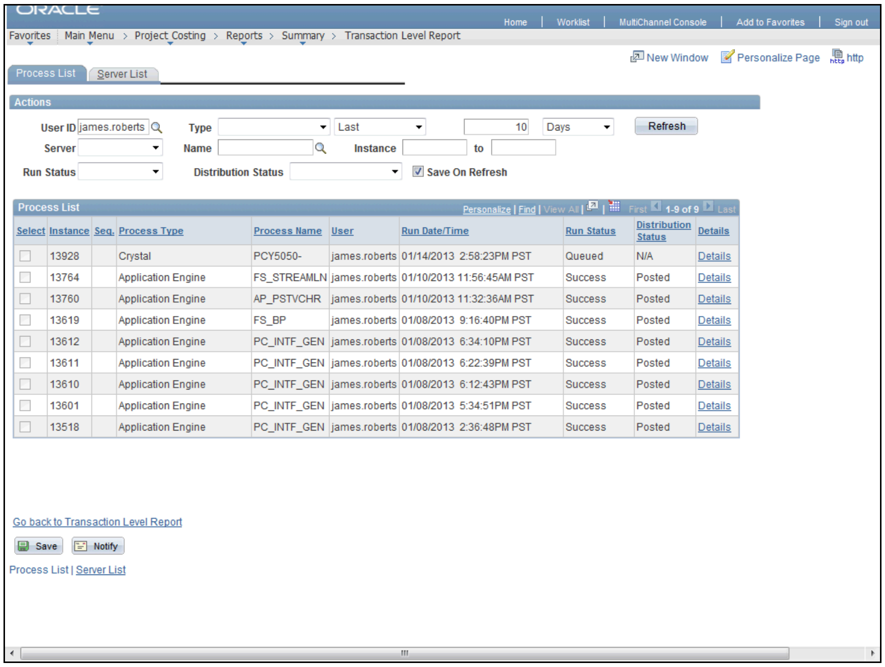
41.	The **Transaction Level Report** run control page displays. In the **Run Control Options** sections, click the **Project Selection** list. Selected Project
42.	Click the **Selected Project** list item. Selected Project
43.	Select a project for which the report will run. Click the **Look up Project** button. Project:

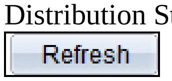


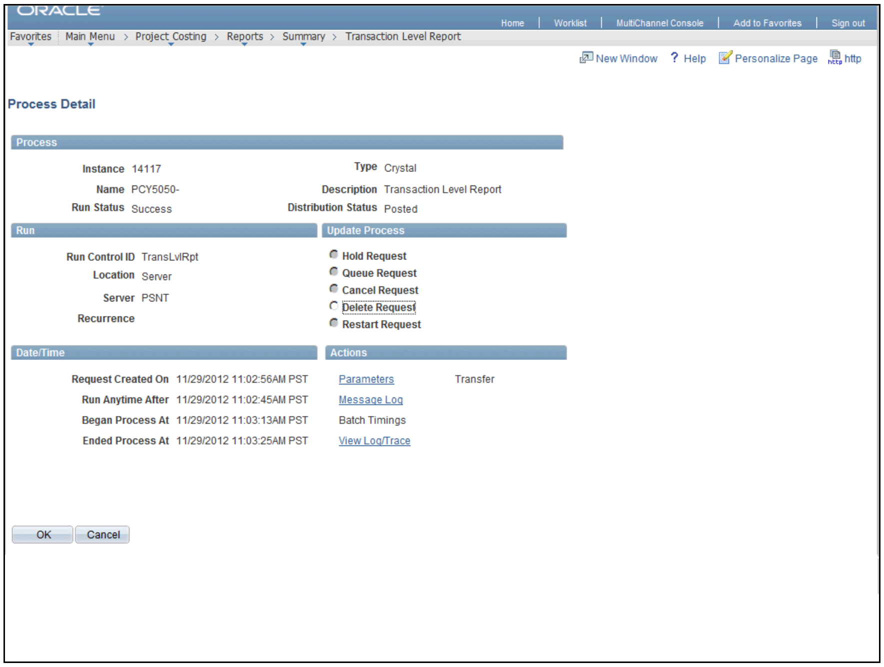
Step	Action
44.	The **Look Up Project** window displays. **NOTE:** If the project you are looking for is not displayed, enter search criteria to narrow the results. Click the project link to select it. JP-TESTPROJ1
45.	Enter "**BUD**" into the **Budget Analysis Group** field.
46.	Enter "**PSCST**" into the **Cost Analysis Group** field.
47.	Enter "**PSWKS**" into the **Revenue Analysis Group** field. This analysis group includes the analysis types being sent to Billing and which are used for processing revenue.
48.	Click the **Date Range Selection** list. Selected Dates
49.	Click the **All Dates** list item. All Dates
50.	Click the **Run** button. Run
51.	The **Process Scheduler Request** page displays. Verify that the **Transaction Level Report** process is selected in the **Process List** section. Also, select Server Name - PSNT because the Process Type is Crystal.



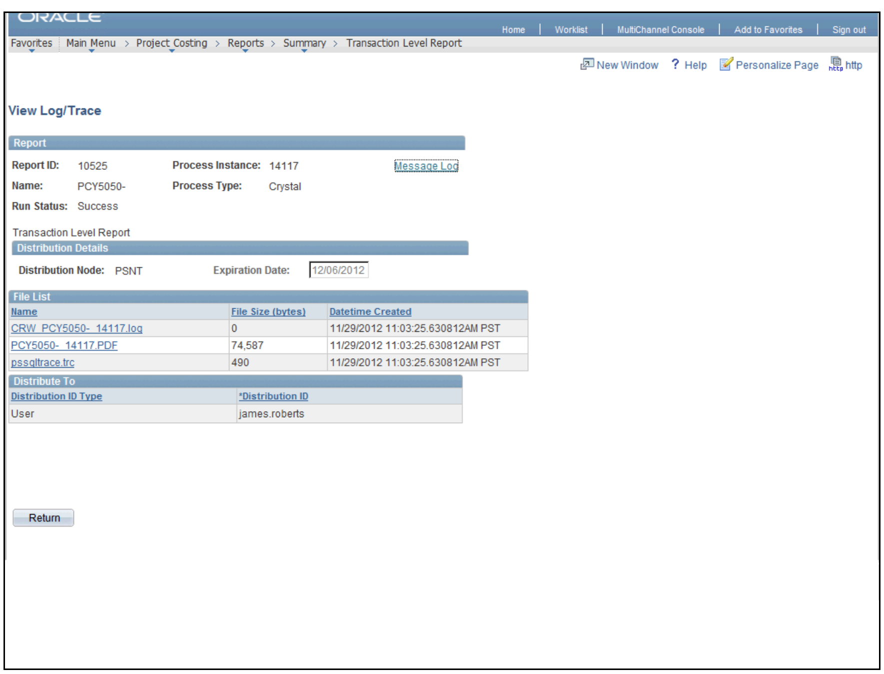
Step	Action
52.	Click the **OK** button. OK
53.	The process instance number displays in the top right corner of the run control page.
54.	Click the **Process Monitor** link. Process Monitor



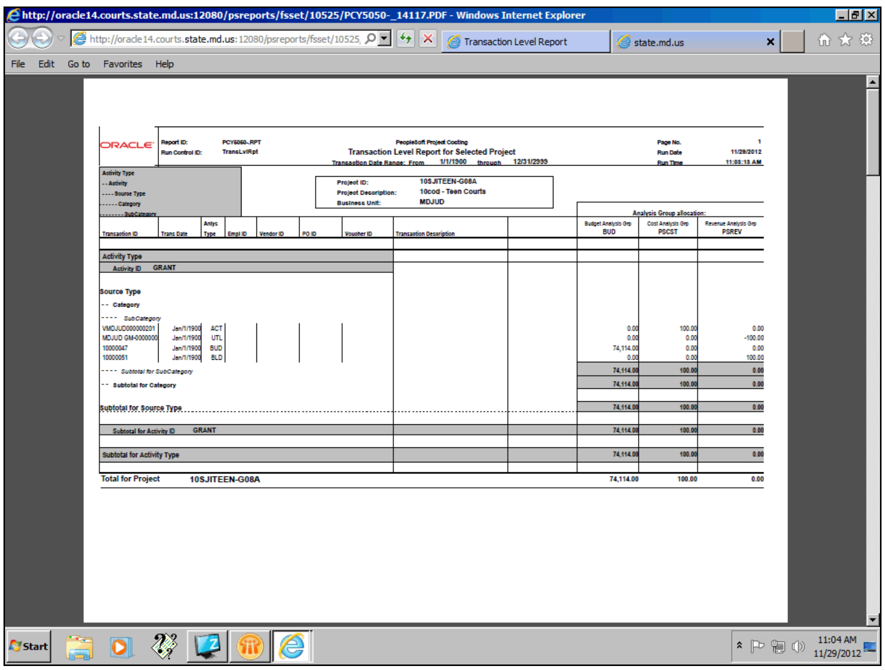
Step	Action
55.	The **Process Monitor - Process List** page displays. The process you ran is listed by process instance number in the **Process List** section.
56.	Click the **Refresh** button until the Run Status displays "Success" and the Distribution Status displays "Posted". 
57.	To obtain a copy of the report, click the **Details** link for the process you just ran. 



Step	Action
58.	The **Process Detail** page displays. Click the **View Log/Trace** link. View Log/Trace



Step	Action
59.	The **View Log/Trace** page displays the file to be displayed. A .PDF file was generated for the report and is available to open in the **File List** section. **NOTE:** You can also access this report through the **Report Manager**. Navigation: *Reporting Tools > Report Manager > Administration tab.* Click the **PCY5050-_XXXXX.PDF** link to open the report. PCY5050-_14117.PDF



Step	Action
60.	The **Transaction Level Report** displays in a new window or tab within your browser. View a list of the activity type, activity ID, source type, category, and subcategory for transactions for the specified projects for the business unit (MDJUD), and the dates, budget, cost, and revenue analysis group specified. Print the report using your browser settings, if desired.

Step	Action
61.	You have successfully completed *Running the Transaction Level Report*. You have learned how to: - Refresh the summary report tables by running the **Refresh Summary Tables** process - Run the **Reporting Options (Report Summarization)** process to populate the report table for the **Transaction Level** report - Generate the **Transaction Level** report **End of Procedure.**

Course Summary

Congratulations!

You have successfully completed the PC210 Creating and Managing Projects course. In this course, you have learned how to:

- Create JIS Procurement Project
- Create Project Budget
- Collect Purchasing and Payables Cost for a Project
- Review Project Budget in Commitment Control
- Review Project Costing Inquiries and Reports

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at http://courtnet/gears/index.html (http://courtnet/gears/index.html).

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